



Department of Planning and Community and Economic Development
Building Inspection Division

Website: www.cityofmadison.com

Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
P.O. Box 2984
Madison, Wisconsin 53701-2984
TDD 608 266 4747
FAX 608 266 6377
PH 608 266 4551

Dear Applicant:

In this packet you will find a variance application and the standards by which the Zoning Board of Appeals will base their decision. It is important to meet with Zoning staff prior to submitting your application. You must complete the application fully, submit all material requested with the application, and specifically address how the project meets the variance standards.

The seven members of the Zoning Board of Appeals are citizens appointed by the Mayor and approved by the City Council, who give their time without compensation. Normally there are five members present and it takes a majority of votes to approve a variance. The meetings are low key and only as formal as is necessary. Cases are generally heard in the order as they appear on the agenda. A member of City staff will explain the details of your case to the Board and present photographs taken by a staff member during an outside inspection of your property. You will then be invited to present information in support of your request. Neighboring property owners have been sent notice of your project, and will also be allowed an opportunity to speak.

IMPORTANT – The Zoning Board of Appeals reviews variance requests against adopted standards. A quality submittal should specifically address each standard and be prepared in consideration of these standards. The variance standards may be found on the following pages of this document.

It is strongly encouraged that you contact Zoning Staff to discuss your project before you intend to apply for a variance. If you desire assistance in the preparation of your presentation, please feel free to contact our office to set up an appointment. A quality submittal and good presentation increases the probability of a favorable decision by the Board.

Sincerely,

Matt Tucker
Zoning Administrator
266-4569

Patrick Anderson
Assistant Zoning Administrator
266-5978

Jenny Kirchgatter
Zoning Inspector
266-4429

Gregory Patmythes
Zoning Inspector
261-9662

Heidi Conde
Zoning Inspector
266-6554

Andrew Fielding
Zoning Inspector
266-4560

Standards for Variance. The Zoning Board of Appeals shall not vary the regulations of this ordinance, as authorized, unless it shall make findings based upon the evidence presented to it in each specific case that all of the following conditions are present:

1. The particular physical surroundings, shape or topographical conditions of the specific property involved would result in a particular hardship upon the owner as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
2. The conditions upon which the application for a variance is based would not be applicable generally to other property within the same zoning classification.
3. The purpose of the variance is not based exclusively upon a desire for economic or other material gain by the applicant or owner.
4. The alleged difficulty or hardship is caused by this ordinance and has not been created by any person presently having an interest in the property.
5. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
6. The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

IMPORTANT – Your presentation and submitted materials must address all of the above conditions, as the Zoning Board of Appeals must find that all of the standards are met for a variance to be approved.



ZONING BOARD OF APPEALS

VARIANCE APPLICATION

\$300 Filing Fee

Type or print using pen, not pencil.

FOR OFFICE USE ONLY	
Amount Paid _____	Receipt # _____
Received by _____	Filing Date _____
Hearing Date _____	
Zoning District _____	
Parcel # _____	
Published _____	
Ald. District _____	
Appeal # _____	
GQ _____	
Code Section # _____	

Address of Subject Property:

Name & Address of Owner:	
Daytime Phone:	Evening Phone:
E-mail address:	
Name & Address of Applicant (Owner's Representative):	
Daytime Phone:	Evening Phone:
E-mail address:	
Brief Summary of Proposed Construction:	
<input type="checkbox"/> Pre-application meeting with staff: Prior to submittal of this application, the applicant is strongly encouraged to discuss the proposed project and submittal material with Zoning staff. Incomplete applications will result in the case being delayed and/or recommended for referral or denial.	

Please provide the following (Maximum size for all drawings is 11" x 17"):

<input type="checkbox"/> Site plan , drawn to scale. A registered survey is recommended, but not required. Show the following on the site plan: <ul style="list-style-type: none"> <input type="checkbox"/> Lot lines <input type="checkbox"/> Existing and proposed structures, with dimensions and setback distances to all property lines <input type="checkbox"/> Approximate location of structures on neighboring properties adjacent to variance <input type="checkbox"/> Major landscape elements, fencing, retaining walls or other relevant site features <input type="checkbox"/> Scale (1" = 20' or 1" = 30' preferred) <input type="checkbox"/> North arrow
<input type="checkbox"/> Elevations from all relevant directions showing existing and proposed views, with notation showing the existing structure and proposed addition(s).
<input type="checkbox"/> Interior floor plan of existing and proposed structure , when relevant to the variance request and required by Zoning Staff. (Most additions and expansions will require floor plans.)
<input type="checkbox"/> Front yard variance requests only. Show the building location (front setback) of adjacent properties on each side of the subject property to determine front setback average.
<input type="checkbox"/> Variance requests specifically involving slope, grade, or trees. Approximate location and amount of slope, direction of drainage, location, species and size of trees.
<input type="checkbox"/> CHECK HERE. I have been given a copy of and have reviewed the standards, which the Zoning Board of Appeals will use when reviewing applications for variances.
Owner's Signature:

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2. The conditions upon which the application for a variance is based would not be applicable generally to other property within the same zoning classification.
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------(Do not write below this line/For Office Use Only)-----

DECISION

The Board, in accordance with the findings of fact, hereby determines that the requested variance **(is) (is not)** in compliance with all of the standards for a variance. Further finding of fact is stated in the minutes of this public hearing.

The Zoning Board of Appeals: Approved Denied Conditionally approved

Zoning Board of Appeals Chair:

Date: