

APPEAL FEES
MGO \$50.00

APPLICATION FOR APPEAL

City of Madison
Building Inspection Division
126 S Hamilton St
PO Box 2984
Madison, WI 53703
(608) 266-4568

Priority – Double above

Amount Paid

Name of Owner	Project Description	Agent, architect, or engineering firm
Company (if applies)		No. & Street
No. & Street	Tenant name (if any)	City, State, Zip Code
City, State, Zip Code	Building Address	Phone
Phone		Name of Contact Person
e-mail		e-mail

- The rule being appealed reads as follows: (Cite the specific rule number and language. Also, indicate the nonconforming conditions for your project.)

- The rule being appealed cannot be entirely satisfied because:

- The following alternatives and supporting information are proposed as a means of providing an equivalent degree of health, safety, and welfare as addressed by the rule:

Note: Please attach any pictures or plans.

VERIFICATION BY OWNER – PETITION IS VALID ONLY IF NOTARIZED AND ACCOMPANIED BY A REVIEW FEE AND ANY REQUIRED POSITION STATEMENTS.

Note: Petitioner must be the owner of the building. Tenants, agents, contractors, attorneys, etc. may not sign the petition unless a Power of Attorney is submitted with the Appeal Application.

_____, being duly sworn, I state as petitioner that I have read the foregoing
Print name of owner
petition, that I believe it to be true, and I have significant ownership rights in the subject building or project.

Signature of owner	Subscribed and sworn to before me this date:
Notary public	My commission expires:

NOTE: ONLY APPEALS FOR COMMERCIAL CODES ARE REQUIRED TO BE NOTARIZED.

APPLICATION INSTRUCTIONS

1. Fill in the owner's information section. It is important to have a complete address and phone number for communication between the applicant and the department.
2. Fill in the project description box. Explain what the building project is. (Basement alteration, second floor alteration, two-story addition, etc.)
3. If there is an agent working for the owner and the agent is a better contact for information regarding the appeal, fill in the agent information area.
4. Answer the three questions.
 1. State the code and section number with a summary of what the code says. Also, indicate what the nonconforming conditions for the project are. (Example: COMM 21.04 minimum stair width is 36 inches. We will have 34 inches of stair width.)
 2. State why the rule cannot be satisfied. (Example: not structurally feasible)
 3. State what will be done to provide an equivalency to the code. These items should be things that relate to the item the variance is being sought for and exceed code requirements.
5. Print the Owner's name on the line indicating to do so.
6. The owner of the property is required to sign where indicated. If the project is for a one or two family home the form is not required to be notarized. If the project is for a commercial building the form is required to be notarized.

Appeal Procedure

1. Fill out the appeal form.
2. Submit the application and fee to the building inspection department.
3. A field inspector may visit the site to verify existing conditions and the completeness of the application.
4. The appeal will be presented to the building board at a monthly meeting. 7 days before the meeting the supervisor will review the appeal for approval to be put on the agenda. 5 days before the meeting the secretary will mail out the agenda to the Appeals Board members and to the applicants.
5. When the appeal is heard by the board the applicant or agent must attend the meeting to answer questions.
6. The meeting minutes will be mailed within 7 days after the meeting.