



## **SHEBOYGAN COUNTY SUBDIVISION ORDINANCE VARIANCE REQUEST INSTRUCTIONS**

This form is used to request the County Board's Planning, Resources, Agriculture, and Extension Committee (Committee) to consider a variance of the provisions of the Sheboygan County Subdivision Ordinance.

The form must be completed in its entirety to provide the Committee with an accurate picture of the request and justification for the variance. Failure to complete all questions may cause the request to be tabled until more information is provided. The applicant is not limited to the space on the form, and may attach additional pages, if necessary.

The form and associated information should be submitted to the following:

Sheboygan County Planning & Conservation Department  
508 New York Avenue  
Sheboygan, WI 53081  
plancon@sheboygancounty.com  
Fax: 920-459-1371

Information to be included is as follows:

- The original Subdivision Ordinance Variance Request Form, and five additional copies
- Six copies of any supplemental information, such as letters from the municipality or from neighbors, pictures, or useful illustrations
- A \$300 review fee, made payable to the Sheboygan County Treasurer if paid by check

Submitting additional supporting information is very important. The applicant, not the Committee, has the burden of proof regarding any claims, statements, or allegations provided in the application. For example, if the applicant claims there is a restrictive covenant on the property, a copy of that easement agreement should be included with the application. Or, if the applicant claims that he or she has received Town approval, documentation evidencing such should be provided.

### SUBDIVISION ORDINANCE VARIANCE REQUEST FORM

OWNER(S) FULL NAME: \_\_\_\_\_

APPLICANT'S FULL NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LAND DIVISION DESCRIPTION (i.e. for what purpose the proposed land division is taking place):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER(S): \_\_\_\_\_

PARCEL ACREAGE: \_\_\_\_\_

PARCEL LOCATION: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼ Section \_\_\_\_\_ Town of \_\_\_\_\_

CURRENT IMPROVEMENTS (i.e. houses, garages, etc.): \_\_\_\_\_

PROPOSED IMPROVEMENTS:

Lot 1 \_\_\_\_\_ Lot 2 \_\_\_\_\_

Lot 3 \_\_\_\_\_ Lot 4 \_\_\_\_\_

CURRENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY:

Lot 1 \_\_\_\_\_ Lot 2 \_\_\_\_\_

Lot 3 \_\_\_\_\_ Lot 4 \_\_\_\_\_

SECTION OF ORDINANCE FOR WHICH VARIANCE IS REQUESTED (i.e. sec. 71.16(A)(1)): \_\_\_\_\_

SIGNATURE OF APPLICANT(S) OR APPLICANT'S AGENT:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date

Please complete the questions on the following page. Attach additional pages if necessary.

What unique physical limitations does your property have that prevent you from accomplishing your land division within the parameters of the Subdivision Ordinance?

*Physical limitations include lot size, lot shape, topography, steep slopes, or wetlands, among others. They are characteristics not shared by your neighbors' properties, and are not self-created.*

---

---

---

---

---

How would strict compliance with the Subdivision Ordinance result in unnecessary hardship?

*This exists when there is an inability to adhere to the Subdivision Ordinance because of special conditions that would prevent you from using your property for its intended purpose. Also, special conditions that would make it unnecessarily burdensome for you to comply with the Ordinance are considered.*

*The circumstances of the landowner (and not the property itself) are not grounds for the granting of a variance. Also, conditions created by you or the prior owner are not a basis for a variance. Loss of profit alone does not warrant a variance.*

---

---

---

---

---

What impacts to the public interest would occur if the variance was granted?

*For example, would the drainage of your neighbors' properties, the view from their properties, water quality, pollution, aesthetics, or the public health be impacted? A lack of opposition from your neighbors does not mean that the variance would not adversely affect the public interest.*

---

---

---

---

---

What other options have you considered and why were they not chosen?

---

---

---

---

---

How does the variance uphold the intent and purpose of the Subdivision Ordinance, found in sec. 71.03?

*The full Ordinance can be found on the Planning & Conservation Department's page of sheboygancounty.com, located under the 'Ordinances' section.*

---

---

---

---

---