

# Village of Potter

## Board of Appeals Application

(check one)

Variance       Appeal

### PART A: PROPERTY INFORMATION

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

LOCATION ID: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_

### PART B: APPLICANT & OWNER INFORMATION

APPLICANT INFORMATION:

NAME: \_\_\_\_\_

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

DAYTIME CONTACT NUMBER: \_\_\_\_\_

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

PROPERTY OWNER INFORMATION (check if same as applicant ):

NAME: \_\_\_\_\_

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

DAYTIME CONTACT NUMBER: \_\_\_\_\_

### PART C: VARIANCE PETITION

The variance requested must be justified. The mere filing of the application or appearance at the public hearing does not assure approval of said application. The applicant is required to appear in person or be represented at the public hearing and establish that all of the following standards are met:

1. Unnecessary hardship. The applicant must show that the difficulty or hardship faced has been created by this Ordinance and is not self-imposed and that, in the absence of a variance, no feasible use of the property can be made. The difficulty or hardship must be unique to the parcel in question and not one which affects all parcels in the area similarly. Potential loss of profit or desire for financial gain is not, in and of itself, grounds for a variance. Additionally, violations by or variances granted to neighboring property owners does not justify the granting of a variance.
2. Unique property limitation. The applicant must show that unique physical characteristic of the property itself, not his own personal desires or preferences, prevent him from building or developing in compliance with the provisions of the ordinance. The characteristics may include topographical conditions, parcel shape, physical surroundings, wetland areas or soil types which limit the reasonable use of the property.
3. Protection of public interest. The applicant must show that the granting of a variance will not harm the public interest, including the interests of the public at large, not just those of nearby property owners. The granting of a variance must not result in an inadequate supply of light or air to adjacent property, a substantial increase in congestion of public streets, an increase in the danger of fire, endangerment of the public safety, or reduction or impairment of property values within the neighborhood. The lack of local opposition to a variance petition does not in itself mean that the variance will not harm the public interest.

A STATEMENT FROM THE APPLICANT ADDRESSING EACH OF THE STANDARDS STATED ABOVE IS REQUIRED TO ACCOMPANY THIS PETITION.

IS STATEMENT ATTACHED?  YES     NO

(I) (WE) PETITION FOR A VARIANCE FROM SECTION(S) \_\_\_\_\_ OF THE VILLAGE OF POTTER ZONING ORDINANCE WHICH REQUIRES \_\_\_\_\_

WE PROPOSE TO (i.e. build a home ten feet closer to the road than allowed) \_\_\_\_\_

**PART D: APPEAL**

A notice of appeal, specifying the grounds for grievance, shall be filed with the Code Administrator within 30 days of the order, requirement, ruling or decision in question.

WHAT DECISION IS BEING APPEALED AND WHAT YOU BELIEVE TO BE IN ERROR WITH THAT DECISION

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IS PROPERTY LOCATED WITHIN THE SHORELAND-WETLAND ZONING DISTRICT?  YES  NO

**PART E: ATTACHMENTS**

The following items are required for all variance applications and for appeals, if applicable:

1. Site Plans. A site plan, drawn to scale, showing all lot lines, roads, wells, buildings, decks and distances between all. If a survey is available, submit the survey at the original scale, with the required items added to the survey.
2. Building Plans. Plans drawn to scale, including all floor plans with rooms labeled, elevation views, decks, porches, and other necessary information. The hearing will be based on plans submitted with this form. If plans change, a separate new hearing may be required.
3. Statement. As required in PART C.

**PART F: AUTHORIZATION**

**(I) (We), the owner(s) of the property for which this request is being submitted, hereby authorize staff and members of the Village of Potter Board of Appeals to enter upon the premises for all purposes of inspection related to this application. I hereby certify the information on this application and attachments is correct to the best of my knowledge and belief.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this completed application, required attachments and permit fee to:  
Village of Potter, PO BOX 162, Potter, WI 54160 Questions? (920) 853-7600

*Date Received:* \_\_\_\_\_ *Fee Received:* \_\_\_\_\_ *Check #:* \_\_\_\_\_

*Public Hearing Date:* \_\_\_\_\_ *Approved:*  *Yes*  *No*