

ZONING BOARD OF ADJUSTMENT/APPEALS
VARIANCE/APPEAL APPLICATION REQUIREMENTS

Submit the following to the Racine County Development Services office, 14200 Washington Ave., **by the filing date:**

1. Completed **Zoning Permit & Variance/Appeal Applications**. Note that Development Services has blank forms.
2. A **letter** signed by the owner granting permission for an agent to apply or act on the owners behalf, if applicable.
3. **Names & complete mailing addresses of all property owners** within 100' of property & across the street.
4. **Twelve copies of a plat of survey or scaled plan** that identifies all property lot lines with dimensions.
 - a. **Show dimensions and location** of all existing and proposed structures on the lot (include overhangs, decks, stoops, stairs, retaining walls, etc.) and their closest distance from the property lines, road right-of-way and ordinary high water mark of any abutting navigable body of water. Closest shore and street yard setback distances should also be shown for structures on abutting lots when needed for averaging these setbacks.
 - b. **Lots located in a shoreland or floodplain area** require the 1st floor and slab elevations of structures. Also show existing and proposed yard grades at the corners of the proposed structure, at the limits of any proposed backfill and at the lot corners. Delineate the location and label the elevation of nearby 100-year floodplain and show the extent of any wetlands. Elevations are to be tied into mean sea level datum. Also, see "c" below.
 - c. Attach a **Conditional Use** form along with required plans for parking, lighting, landscaping, private sewage system, etc. for any conditional use. See the Conditional Use Application Requirements form for details.
 - d. **Plans must be specific!** Conditions of approval will not allow for additions, deletions or changes.
5. **Hearing & publication fees** are due at the time of filing, are nonrefundable and do not guarantee approval of the variance/appeal request. Fees are as follows: **Variance/Appeal - \$450; Variance w/shoreland conditional use - \$600; Variance w/conditional use - \$600.** Checks should be made payable to **Racine County**.

To avoid invalidating your hearing, **refrain from contacting or directing correspondence to Board members** prior to the public hearing, including at any on-site visits. Any questions/correspondence can be directed to Development Services (886-8440). Additional data may be requested of you and **the following also applies** to this variance/appeal request:

- **Stake or flag any proposed construction** at the site and clearly post the address on the lot.
- **Contact the municipal Clerk** to see if you need to attend a local meeting for their review and recommendations. **(NOTE: Approval/Denial authority by County Board of Adjustment ONLY).**
- **The owner, agent, or attorney must be present** at the public hearing to provide testimony and show that the provisions of the Zoning Ordinance will be met including that the project is not contrary to the public interest, there is a unique property limitation, and an unnecessary hardship will exist without approval.
- Approval may require **obtaining a zoning permit** and doing **substantial work within 9 months**. No permit can be secured until the approval letter is generated, which can take up to **10 working days**. The applicant may be at risk if construction begins **within 30 days** of filing of the decision as an aggrieved party has appeal rights.
- **By signing below** the applicant acknowledges that the above information has been read and is understood, and that the owner has given permission to Racine County staff, Municipal staff, and the Board of Adjustment/Appeal members to enter onto the subject property in regards to investigating this variance/appeal petition.

Owner/Applicant Signature: _____ Date: _____