

TOWN OF EAGLE

ZONING BOARD OF ZONING APPEALS APPLICATION

I, (We), the undersigned owner(s)/agent do hereby petition the Zoning Board of Appeals to grant a variance, exception or appeal.

1. Address and legal description of the subject site:

2. Tax parcel number: _____

3. The present zoning classification of the property: _____

4. Application is requested for a variance, exception or appeal from Section:

5. Describe in detail the proposed construction, use, or appeal:

6. Please list special conditions or hardships that exist which will cause practical difficulty in complying with the code and give cause for a variance, exception, or appeal. Hardship must be proven for consideration of a variance.

7. Items which must accompany the application:

(1) Plat survey by a Wisconsin Registered Land Surveyor showing the following:

- a. Boundaries and dimensions of the property.
- b. Existing or proposed structures, easements, streets, public ways, off street parking, loading areas, driveways, street, side or rear yards.
- c. 100 year flood elevation or high water mark for abutting water bodies and courses.

(2) Copy of proposed construction plans (if applicable).

(3) Attach names and mailing addresses of all property owners within 300 feet of all lot lines or subject property.

I, (We), hereby certify that all the above statements and attachments submitted herewith are true and correct to the best of my knowledge and belief.

PROPERTY OWNER

OWNERS AGENT

Name _____
(signature)

Name _____
(signature)

Address _____

(City) (State) (Zip)

(City) (State) (Zip)

(phone)

(phone)

Date of Submittal _____

FOR OFFICE USE ONLY

Application reviewed by: _____ Date: _____

Filed: _____

Notice Mailed: _____

Published: _____

Public Hearing: _____

Filing Fee (\$400.00) _____
Payable to Town of Eagle

TOWN OF EAGLE
ZONING BOARD OF APPEALS APPLICATION REQUIREMENTS

**The Zoning Board of Appeals normally meets on the 1st Monday of each month at
6:30p.m.**

All applications should be submitted 30 days prior to the first Monday.

Applicant:

1. Fill out application. Ten (10) copies of plat maps, building plans, application, cover letter or **any** other information must be submitted to the Town Clerk. Plans must state name of property owner or owner's agent responsible for submission materials. The cover letter must indicate the owner's or agent's name, address, phone, fax, address of subject property, summary of proposal, i.e., total acreage, density, number of units, parking stalls and employees and complete description of proposed use(s) if applicable.
2. Submit a complete application including a plat of survey.
3. Submit list of property owners and addresses within 100 feet with the application.
4. Submit fee of \$400.00 payable to the Town of Eagle.

Town Clerk:

1. Review application for accuracy and all required information and forward to Town Planner.
2. Zoning Variance notice will be published in the local newspaper for 2 consecutive weeks. The last publication shall be at least one week before the hearing. Owners of all lots with 100' of the application are to be notified by first class mail.
3. Public hearing for Zoning Variance will be scheduled for the next Zoning Board of Appeals meeting after notice has appeared in the newspaper for 2 weeks.

Town Planner:

1. Review application for accuracy and complete staff review.
2. Upon completion of staff review, forward to the Town Clerk.

