

## VILLAGE OF BALSAM LAKE VARIANCE APPLICATION

<b>Receipt Number</b>	<b>Fee: \$400.00</b>
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**MAKE CHECKS (black ink) PAYABLE TO:**  
 Village of Balsam Lake  
 404 Main Street, PO BOX 506  
 Balsam Lake, WI 54810  
**715-485-3424, Mon- Fri, 7:30am-4:00pm**

**COMPLETE ALL UNSHADED AREAS**  
**INCOMPLETE APPLICATIONS MAY BE RETURNED**  
**PLEASE PRINT – USE BLACK INK AND RETURN ORIGINAL FORM**

Property Address (Number & Street or Ave)	Previous Owner	Date Purchased
Property Owner _____	Contractor, agent, builder, dealership, OR Self	
Mailing Address _____	Address	
City _____ State _____ Zip _____	City	State      Zip
Email (optional) : _____	Phone Number	Mail permit to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number: _____		

**LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL**

Parcel # / Computer #	Lot #	Subdivision/CSM #	Gov't Lot
_____	_____	_____	_____
_____ ¼ _____ ¼, Sec _____ / T _____ N / R _____ W		Town of _____	
Size of Parcel			
_____ X _____ = _____ SQ FT OR _____ Acres			

I request a variance from Section \_\_\_\_\_ of the Village of Balsam Lake Code of Ordinances.  
 Why: \_\_\_\_\_

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The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by Village staff was at the applicant's request. I agree to permit Village officials charged with administering Village ordinances or other authorized person to have access to the above-described premises at any reasonable time for site review.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

<b>COMMENTS:</b>			
Received by: _____	Date: _____	Fee: <b>\$400.00</b>	
Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received	Hearing Date/Time	Decision <input type="checkbox"/> Granted <input type="checkbox"/> Denied

PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Stick Built <input type="checkbox"/> Manufactured <input type="checkbox"/> Modular <input type="checkbox"/> Seasonal Cabin	Walk out <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Garage <input type="checkbox"/> Yes <input type="checkbox"/> No	Size of Proposed Structure X = SF	Height	Number of Bedrooms	
<input type="checkbox"/> Addition to Dwelling	Deck, Garage, Bedrooms, Vertical expansion, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms	Additional Bedrooms
<input type="checkbox"/> Accessory Building	Garage, Boathouse, Shed, Farm Bldg., etc...			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION	
<input type="checkbox"/> Other	Landscaping, Retaining wall, Stairway, Sign, Commercial, Bunkhouse, Tower, etc...			Size of Proposed Structure X = SF	Height	Cost of Project \$	

ADDITIONAL INFORMATION : Do you have the Following:

Please make all applicable items: Village Water \_\_\_\_\_ Village Sewer \_\_\_\_\_ Private Well \_\_\_\_\_ Private Sewer \_\_\_\_\_

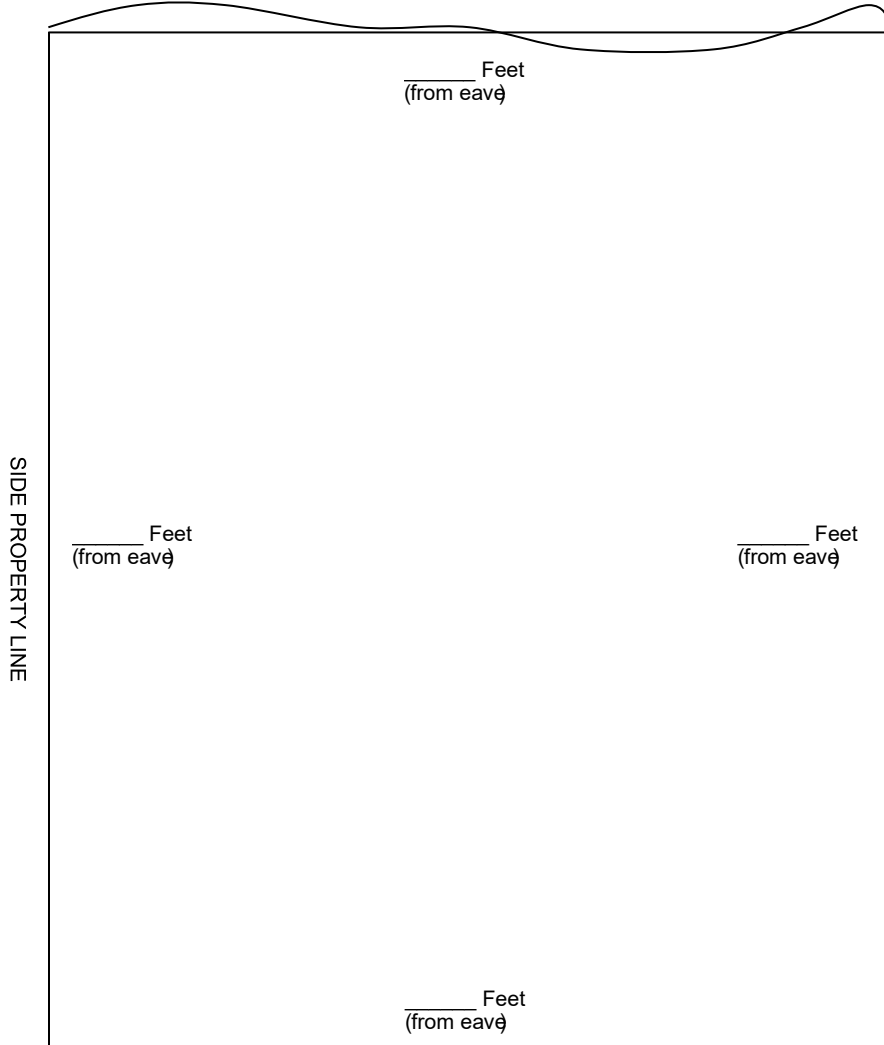
Is project within 75' of the ordinary high-water mark?  Yes  No

If yes, please indicate total impervious area within 75 of water: \_\_\_\_\_ sq. ft. and divide by lot size within 80' : \_\_\_\_\_ sq. ft. = \_\_\_\_\_ %

**LOT LAYOUT**  
NORMAL HIGH WATER LINE or LOT LINE

**VILLAGE OF BALSAM LAKE VARIANCE APPI CATION**

Owner: \_\_\_\_\_

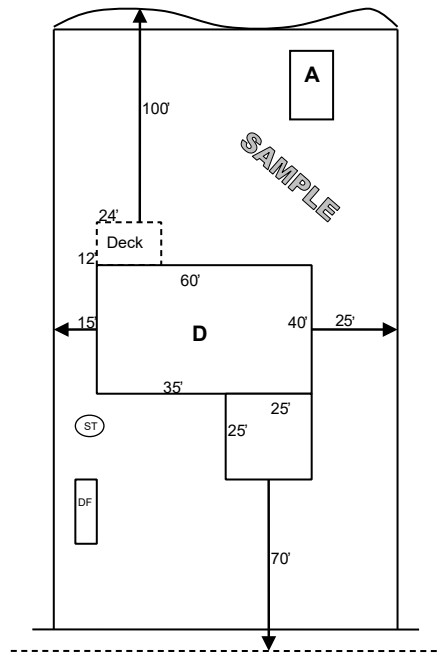


Show locations of **ALL EXISTING STRUCTURES IN SOLID LINES**

Show dimensions, location and setbacks of **PROPOSED STRUCTURE IN DOTTED LINES**

Eave of structure must meet the minimum setbacks

Indicate: "D" dwelling, "A" accessory building, "C" Commercial, "DF" Drain field, "ST" septic tank



**Describe your need for a variance and why the request meets the criteria below**

**Need for variance:**

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**#1) Unnecessary hardship:**

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**#2) Physical property limitations:**

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**#3) Not contrary to public interest:**

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**THE FOLLOWING THREE CRITERIA MUST BE MET:**

**#1) UNNECESSARY HARDSHIP:**

- In the absence of an area variance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions as to be unnecessarily burdensome.
- Reasonable use relates to whole property.
- Owner has a duty to investigate options for use of property.
- No self-imposed hardship (commenced beforehand).
- Personal preference/convenience or financial hardship is NOT a hardship that justifies granting of a variance. A variance runs with property, not owners.

**#2) PHYSICAL PROPERTY LIMITATIONS:**

- The hardship is due to physical limitations of the property, not circumstances of the applicants.
- Violations & nearby variances do not justify a variance.
- Physical limitations of the property itself refer to dimensions and topographic features, such as slope, wetland, etc. Location of existing structures on the property is NOT a physical limitation of the property.

**#3) NOT CONTRARY TO PUBLIC INTEREST**

- Purpose statement of ordinance outlines public interest factors.
- The effect of a variance on general public must be determined.
- Conditions to preserve ordinance objectives may be imposed.

Please list all names and **complete mailing addresses** of all adjoining property owners within **100 feet** (including across the road). Provide property address if known.

Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		

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**PLEASE STAKE OUT PROJECT AND FLAG PROPERTY LINES  
PLEASE INCLUDE A PROPERTY SURVEY WITH APPLICATION- THIS IS REQUIRED**

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**NOTE:** This application will not be processed until all information required has been provided. Once we receive your application, it takes at least 4-6 weeks to process your application. The Zoning Board of Appeals members will receive information regarding your request before the scheduled hearing date. You will receive a notice by mail indicating when the hearing will take place. The applicant or a representative should attend the hearing.

Decisions by the Board are generally made immediately following the applicant's hearing. On occasions, the Board may table requests for more information. If the Board approves your project, you will then need to obtain a land use permit and/or Building Permit issued by the Building Inspector.

**CHECK WITH THE VILLAGE AND OTHER REGULATING AGENCIES FOR ADDITIONAL REGULATIONS OR PERMITS THAT MAY BE REQUIRED**