



Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1163 – (262) 763-3474 fax
www.burlington-wi.gov

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**ZONING FORM NO. 4
MODEL APPEAL OR APPLICATION**

TO THE ZONING BOARD OF APPEALS FOR ZONING VARIANCE

Instructions

Appeals and applications shall be filed with the Zoning Administrator. The Zoning Administrator shall refuse appeals or applications that are not complete or are not legible.

Appeals

I hereby acknowledge of written notification of the Zoning Administrator’s permit refusal or notice of violation and do, therefore, appeal to the Board of Zoning Appeals for one of the following (check one):

- _____ 1. Review, reversal or modification of the Zoning Administrator’s permit refusal, correction order or interpretation.
- _____ 2. A variance to Section _____ of the Zoning Ordinance.

Date of previous appeal (if any): _____

Application

I hereby apply for one of the following (please check one):

- _____ 1. An interpretation of the regulations of the Zoning Ordinance or the boundaries of the Zoning Map.
- _____ 2. Permission to substitute a more restrictive non-conforming use for an existing one.
- _____ 3. A determination that an unspecified or unclassified use is permitted in a district.
- _____ 4. A temporary use permit.

Date of previous application (if any): _____

Disposition of previous application: _____

Names and Addresses

Applicant or Appellant: _____

Owner of the site: _____

Architect: _____

Professional Engineer: _____

Contractor: _____

Description of the Subject Site

Address of premises affected: _____

Lot: _____ Block: _____ Subdivision: _____

Lot size: _____

Metes and bounds description (please attach: _____

Zoning district classification: _____

Description of existing operation or use: _____

Description of the proposed operation or use: _____

Number of employees: _____

Type of structure: _____

Terms of ordinance: _____

Variance requested: _____

Reason for petition: _____

Attachments

The following required items shall be attached for all appeals and applications:

Plat of Survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets, and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards. In addition, the plate of survey shall show the location, elevation and use of any abutting lands their structures within forty (40) feet of subject site.

Names and Addresses of all abutting and opposite property owners within 300 feet of the area.

Additional Information as may be required by the Plan Commission, City Engineer, Zoning, Building, Plumbing or Health Inspectors.

Fee Receipt from the Treasurer in the amount of \$ **150.00**.

An appeal of the Zoning Administrator's permit refusal, correction order or interpretation shall be accompanied by a statement as to why the Zoning Administrator's decision is in error. An appeal for a variance shall be accompanied by a statement of facts listing the appellant's special conditions that would cause a literal enforcement of the Zoning Ordinance to result in practical difficulty or unnecessary hardship. An application for a determination of unclassified uses shall be accompanied by a complete description of the process, operation of use and comparisons with similar uses.

Date: _____ Owner/Owner's Agent: _____

Print

Signature