



VARIANCE APPLICATION

File #: _____

Office Use Only
Revised 1/2026

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____

Mailing Address: _____ Mailing Address: _____

Daytime Phone: (____) _____ Daytime Phone: (____) _____

Cell: (____) _____ Cell: (____) _____

E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____

Property Location: ____1/4, ____1/4, Sec. ____, T. ____N., R. ____W., Town of _____

Parcel #: ____ - ____ - ____ - ____

LAND USE INFORMATION

Zoning District (Check one): ☐ AG-1 ☐ AG-2 ☐ R-1 ☐ R-2 ☐ R-3 ☐ C-1 ☐ C-2 ☐ C-3 ☐ I-1 ☐ I-2

Overlay District (Check all that apply): ☐ SHORELAND ☐ RIVERWAY ☐ FLOODPLAIN

State the nature of your request: _____

_____ Zoning Ordinance Reference: _____

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner/Agent Signature: _____ **Date** _____

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Approved By: _____

Fee Received: ____/____/____ \$ _____ Receipt #: _____ Scheduled Hearing Date: ____/____/____

VARIANCE CRITERIA

Pursuant to Wisconsin statutes and the St. Croix County Zoning Ordinance, Section 15.715, the St. Croix County Board of Adjustment has the authority to issue a variance only when all the following criteria are met:

- An unnecessary hardship must be present; meaning that literal enforcement of the Ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.
- The hardship must be due to unique physical limitations of the property rather than the circumstances of the property owner.
- The hardship cannot be self-created.
- The hardship cannot be based upon the financial gain or loss of the property owner.
- The variance will not be contrary to the public interest.

It is the applicant's responsibility to prove that these criteria are met. Please answer the following questions and provide any additional information that you feel addresses these criteria in support of your request (*attach additional paper if necessary*):

- 1) Describe the details of your request.
- 2) Explain how literal enforcement of the Ordinance would unreasonably prevent you from using your property for a permitted use and why the standards in the Ordinance should not apply to your property.
- 3) Describe the unique characteristics of your property with respect to lot size, shape, topography, and other physical limitations that make literal enforcement of the Ordinance impractical. Were any of these limitations created by you or by past property owners?
- 4) What other options have you considered and why were they not chosen?

- 5) Explain how granting this variance is consistent with protecting the public interest; in particular, explain how it will impact sensitive public resources and/or adjacent properties.

GENERAL VARIANCE APPLICATION PROCEDURE

APPLICATION:

The deadline for application submittals is the **1st Monday of the month** before the regularly scheduled St. Croix County Board of Adjustment (BOA) meeting. The BOA meets on the 4th Thursday of the month. The applicant shall provide one copy of the entire packet including all supporting information, maps & diagrams, and fee (*nonrefundable*) before the application can be considered complete. A site plan shall include all property boundaries, setbacks, driveways, parking areas, sanitary system, well, wetlands, floodplains, blufflines, slope preservation zones, and existing buildings.

REVIEW:

The Zoning Administrator will review the application for completeness and may require additional information. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Schedule a public hearing with the BOA and notify the applicant by mail of the date and time.
- Notify adjoining property owners of the applicant's request.
- Publish a public hearing notice in the local paper.
- Send copies of the applications to the appropriate town and reviewing agencies for comment.
- Conduct a site visit to the applicant's property to gather site photos for public hearing.
- Prepare a staff report on the application.

PUBLIC HEARING:

At the public hearing, the applicant may appear in person and/or through an agent or an attorney. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application.

ACTION:

Variances are granted at the discretion of the St. Croix County Board of Adjustment. Variances in the St. Croix Riverway District must receive written consent from the DNR per statute. A variance must meet all the criteria listed above in order to be granted, and the BOA can conditionally approve a request if deemed necessary.

NOTE: All maps, plans, and engineering data shall be no larger than 11x17. No covers, binders, or envelopes.