

**Village of Sullivan**  
**P.O. Box 6**  
**Sullivan, WI 53178**  
**(262) 593-2388**

**TO: ZONING ADMINISTRATOR, VILLAGE BOARD, AND/OR DESIGNATED COMMITTEES**

Name of Applicant: \_\_\_\_\_

Street \_\_\_\_\_ P.O. \_\_\_\_\_ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone No. \_\_\_\_\_ Evening Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Lot No. \_\_\_\_\_ House Number \_\_\_\_\_

Or other legal description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF BUILDING AND PRESENT USAGE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED USAGE AND/OR PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE APPLICANT SHALL FURNISH THE FOLLOWING INFORMATION**

- \_\_\_\_\_ Survey
- \_\_\_\_\_ Land Description
- \_\_\_\_\_ Site Plan showing actual depiction of property
- \_\_\_\_\_ Blueprint/Scale drawing of proposed site
- \_\_\_\_\_ Building Inspector's requests
- \_\_\_\_\_ Fee Receipt – Plan Commission (\$150.00) and/or Zoning Board of Appeals (\$200.00)
- \_\_\_\_\_ On Site Inspection
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_

**REQUEST FOR APPEAL OR APPLICATION**

- \_\_\_\_\_A. Request for interpretation of Zoning Ordinance and reversal of said ordinance. Attach separate sheet giving reasons for reversal.
  
- \_\_\_\_\_B. Request for variance. Attach separate sheet giving explanation of variance requested, affected neighbors involved, and circumstances surrounding it.

**A VARIANCE MAY BE GRANTED IF ALL THE FOLLOWING CONDITIONS ARE MET**

To Grant a Variance, it must find:

- (1) Denial of variation may result in hardship to the property owner due to physiographical consideration. There must be exceptional, extraordinary or unusual circumstances or conditions applying to the lot or parcel, structure, use or intended use that do not apply generally to other properties or uses in the same district and the granting of the variance would not be of so general or recurrent nature as to suggest that the Zoning Code should be changed.
  
- (2) The conditions upon which a petition for a variation is based are unique to the property for which variation is being sought and that such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
  
- (3) The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property.
  
- (4) The granting of the variation will not be detrimental to the public welfare or injurious to the other property or improvements in the neighborhood in which the property is located.
  
- (5) The proposed variation will not undermine the spirit and general and specific purposes of the Zoning Code.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date

**A REVIEW OF THIS APPLICATION WILL BE COMPLETED WITHIN 30 DAYS UPON RECEIPT.**