



City of Mosinee

\$75.00 charge per Variance request.

APPLICATION FOR VARIANCE OR SPECIAL PERMIT

1. Variance requested.

2. Reason for Variance requested.

3. State detrimental effects to public welfare or injurious effects to other property or improvements.

4. Were difficulties or hardships created by persons presently having an interest in the property?

5. Will variance:
 - a) Impair adequate supply of light or air to adjacent property?
 - b) Substantially increase congestion of public streets?
 - c) Increase danger of fire?
 - d) Endanger public safety?
 - e) Substantially diminish or impair property values in the neighborhood?

6. You will be required to submit 1 copy of present site plan with proposed variation with:
 - a) Setbacks
 - b) Lot size
 - c) Proposed building size
 - d) Gross floor area increase
 - e) Present gross floor area
 - f) Fence height
 - g) Is structure designed for handicapped use?
 - h) Street and alley locations

7. Property is zoned:

APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____



VARIANCE PROCESS

(THIS PROCESS TAKES ABOUT 3 WEEKS)

1. Applicant completes an Application for Variance form and submits to City Clerks office. There is a \$75.00 charge for each variance request.
(The fee that is charged is used to pay for the Zoning Board of Appeals committee - \$10/per person per meeting and the ad in the Mosinee Times for the meeting - \$34.50).
2. City Clerk notifies neighbors within 100 feet of proposed variance site ten days in advance of scheduled Board of Appeals meeting. City Clerk also publishes notice of public hearing in newspaper of proposed variance.
3. Board of Appeals holds public hearing on Variance and decides to approve or disapprove variance. (Applicant should be present to answer any questions that the board or residents may have)
4. City Clerk notifies applicant of decision.



Example – Variance Question Answers:

1. How to answer question #1: “ We request a variance of x number of feet from the required 30’ setback to extend our porch”
2. How to answer question #2: “The variance is needed due to..... requiring homeowner to.....
3. How to answer question #3: If the variance will affect other property owners or the general public please state those affects. If not – state “No detrimental affects”.
4. How to answer question #4: If any difficulties or hardships created by persons presently having an interest in the property state those. If not – state “None”
5. Answer questions with a “yes” or “no”
6. Submit required documents