



VARIANCE APPLICATION AND REVIEW PROCESS

City of New Richmond

156 East First Street ❖ New Richmond, WI 54017

Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Applications for Variance will be reviewed by the Development Review Committee (DRC). The application will then be discussed at a public hearing held by the Board of Appeals, which meets on the first Tuesday of the month as needed.

Application Deadline: Applications must be received by the **first Thursday of the month**; applications received after this date will not be heard at the Board of Appeals meeting the following month. This application requires a Class I publication.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Board of Appeals on the first Tuesday of the following month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

Escrow Deposit: Because changes in use can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the meeting will be scheduled and the review process will begin as described below.

Formal Review: Applications for variance will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The DRC will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Board of Appeals.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Board of Appeals. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Board of Appeals meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper one time, at least 7 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. This notice is prepared and sent by the City Clerk.

Board of Appeals Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Board of Appeals and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

At the Public Hearing: The Board of Appeals Chairperson will call the meeting to order at the appointed time, members and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Members may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the board members will discuss the application and take action.

- **Board of Appeals Action:** The Board of Appeals has the authority to approve or deny an application. If the applicant is unhappy with the decision made by the Board of Appeals, they may appeal the decision to the Common Council. Further appeals can be made to the St. Croix County Circuit Court.



VARIANCE APPLICATION

City Ordinance Section 121-33
www.newrichmondwi.gov

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APPLICATION FEE: \$250 1st Request \$300.00 2nd Request
ESCROW: \$500

Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Legal Description _____

5. Variance Requested _____

6. Lot Size _____ Square Feet Width _____ Length _____

Setback: Front _____ Rear _____ Left _____ Right _____

Variance applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Board of Appeals meeting the following month.

7. **Proposed Use** _____

8. **Reason (hardship, unique situation, etc.)** _____

9. Additional Required Information:

- a. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the variance should be granted.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.

10. Other Information: In addition to the written narrative, a scale map of the lot and how existing buildings are laid out on that lot, as well as, where the addition or new building would be placed if the variance is granted.

11. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ Receipt # _____

Escrow Paid: \$500 Date: _____ Receipt # _____