

**VILLAGE OF HARTLAND  
BOARD OF ZONING APPEALS PROCEDURE  
ADOPTED AUGUST 1996  
FEE REVISED 12/14/98**

Listed below are the requirements for an item to appear on the Board of Zoning Appeals Agenda. Please read carefully and submit the information as required by the deadline.

1. Fill out one copy of the application form available from the Administrative Offices and attach supporting documentation.
2. File your written appeal within 30 days after the date of written notice of order or decision from which the appeal is taken.
3. *Submit an application fee of \$400.00. Make your check payable to the Village of Hartland. This fee is used to pay the costs for the notice of publication, mailing and other administrative fees.*
4. *Application for the Board of Zoning Appeals must be made by the Monday, 17 days prior to the hearing by 4:30 PM. The hearing is held on the 1<sup>st</sup> Thursday of the month.* State law requires at least one publication of public notice ten days prior to the hearing.
5. Receive from the Administrative Offices a notice of the date, time and place of your hearing.
6. Appear, either personally or by your agent or attorney, at the date, time and place set for your hearing to explain the application and to answer any questions.
7. Receive the official notice of decision on your appeal within 10 days following the hearing.
8. If your appeal is granted, apply for permit within six months of filing of decision.
9. If appeal is denied, you may commence action in Circuit Court within 30 days of date of filing or file revised permit application with the Zoning Administrator.

## NOTICE OF APPEAL AND APPLICATION FOR REVIEW

<b>Case No.:</b>
<b>Filing Date:</b>
<b>Hearing Date:</b>
<b>Notice Mailed:</b>
<b>Notice (s) Published:</b>
<b>Fee Paid: \$</b>

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**To: Zoning Board of Appeals  
Village of Hartland, Waukesha County, Wisconsin**

**NOTICE IS HEREBY GIVEN that the undersigned applicant, who has an interest in property in the Village of Hartland which is affected by a decision of the Village Zoning Administrator, hereby appeals for relief from such decision and shows to the Board as follows:**

- 1. Appellant's name, address and telephone number.**

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

- 2. Name and address of the property owner (s).**

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

- 3. Appellant's interest in property (owner, tenant, mortgagee).**

\_\_\_\_\_

- 4. The property affected is located at \_\_\_\_\_**

**and is described at Lot \_\_\_\_\_, Block \_\_\_\_\_**

**\_\_\_\_\_ Subdivision**

**Tax Parcel No. \_\_\_\_\_**

**Zoning District \_\_\_\_\_**

- 5. Present use of property.**

- 6. Proposed use of property.**

7. The purpose of the appeal or application: (Choose one of the categories below that pertains to your application and answer the questions in that category). Use additional paper if necessary.

a. Appeal of decision or order of Zoning Administrator (Per Municipal Code Book Section 46-125)

1. Date of decision or order.
2. Description of decision or order.
3. Decision or order is erroneous because

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b. Variance Request (per Municipal Code Book Section 46-125).

1. Describe the requested variance.
2. What special conditions exist which cause practical difficulty or unnecessary hardship if this variance is not granted?
3. Explain how variance will serve public interest and why variance will not endanger public health, safety or welfare.
4. How will variance be in accord with spirit of Zoning Code?
5. How will requested variance cause substantial justice to be done to this property?

c. Special exception (Conditional Use) permit

1. Describe conditional use requested.
2. What was the recommendation of the Plan Commission?
3. Was a Public Hearing held? Date: \_\_\_\_\_
4. Give Section Number of Zoning Code relied upon \_\_\_\_\_.
5. Describe how use will not be contrary to public interest.
6. Attach plat plan showing proposed improvements and landscaping, relationship of proposed improvements to all surrounding properties. The Village will supply a map of area showing present zoning and use of all properties within 1000 ft.

**d. Original interpretation of Zoning Code or district boundaries (per Municipal Code Book Section 46-127):**

- 1. List applicable sections of Zoning Code.**
- 2. Construction requested.**
- 3. Reasons supporting requested construction.**
- 4. What was the recommendation of the Plan Commission?**

**e. Unclassified use permit (per Municipal Code Book Section 46-127)**

- 1. Describe use requested.**
- 2. What was recommendation of Plan Commission?**
- 3. Was a Public Hearing held? Date: \_\_\_\_\_**

**f. Request for substitution of more restrictive nonconforming use for existing nonconforming use.**

- 1. Attach copy of recommendation of Plan Commission.**
- 2. Attach copy of certification of Zoning Administrator to legality of present nonconforming use.**
- 3. Date of commencement of present use.**
- 4. Value of improvement on date use became nonconforming (attach documentation supporting value).**
- 5. Present value of all existing improvements, additions and alterations since date use became nonconforming (attach documentation).**

**g. Other (describe)**