

# Variance Application

Town of Elba  
N3799 County Hwy T  
Columbus, WI 53925  
(920) 728-0269  
[clerk@townofelba.wi.gov](mailto:clerk@townofelba.wi.gov)

Office Use: Date Received \_\_\_\_\_  
Fee Received \_\_\_\_\_  
Check Number \_\_\_\_\_

Mail 1 copy and fee to: Town of Elba, Clerk  
PO Box 191  
Columbus, WI 53925

**Application Fee: \$250 (Payable to: Town of Elba)**

**Variations may be granted if there are unusual circumstances that apply to a lot, structure, or use that do not apply to other properties or uses in the district; granting a variance would not adversely impact the purposes of the ordinance; strict application of the ordinance provisions would result in exceptional difficulties or hardship; and literal interpretation of the ordinance would leave the owner with no practical use of his land or buildings.**

**A variance may not be granted to increase the profitability of the property, because of personal inconvenience, because of construction errors, for personal economic gain, because of self created hardships, or if the present use of the property is nonconforming.**

**PLEASE COMPLETE ALL PAGES OF THIS APPLICATION. PRINT OR TYPE.** The Town of Elba will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s.19.31-19.39, Wis. Stats.].

## 1. NAMES AND ADDRESSES:

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Joint Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner of Site:** \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Opposite and Abutting Property Owners: NAMES AND ADDRESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**3. DESCRIPTION OF THE SUBJECT SITE AND PROPOSED USES:**

PIN Number: \_\_\_\_\_

Address (if applicable): \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning (if known): \_\_\_\_\_

Present use of land:

Intended use of land:

**4. I HEREBY APPEAL FOR THE FOLLOWING VARIANCE:**

**REASON FOR VARIANCE:**

**5. ATTACHMENTS**

Please attach a sketch of attached Rezoning plot plans including lot lines and distances from road, lots, etc.:  
**Label Exhibit A**

**6. CERTIFICATE**

I hereby certify that I am the owner and/or authorized agent of the property owner and that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief and I hereby authorize members of the Town of Elba Zoning Board of Appeals to enter the above-described property for purposes of obtaining information pertinent to my variance request. I affirm that all work performed will be done in accordance with the Town of Elba Ordinances and with all other applicable laws and regulations.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL OR REFUSAL Town of Elba Board of Appeals

Action/Decision: \_\_\_\_\_

Stipulations: \_\_\_\_\_

Signed: \_\_\_\_\_

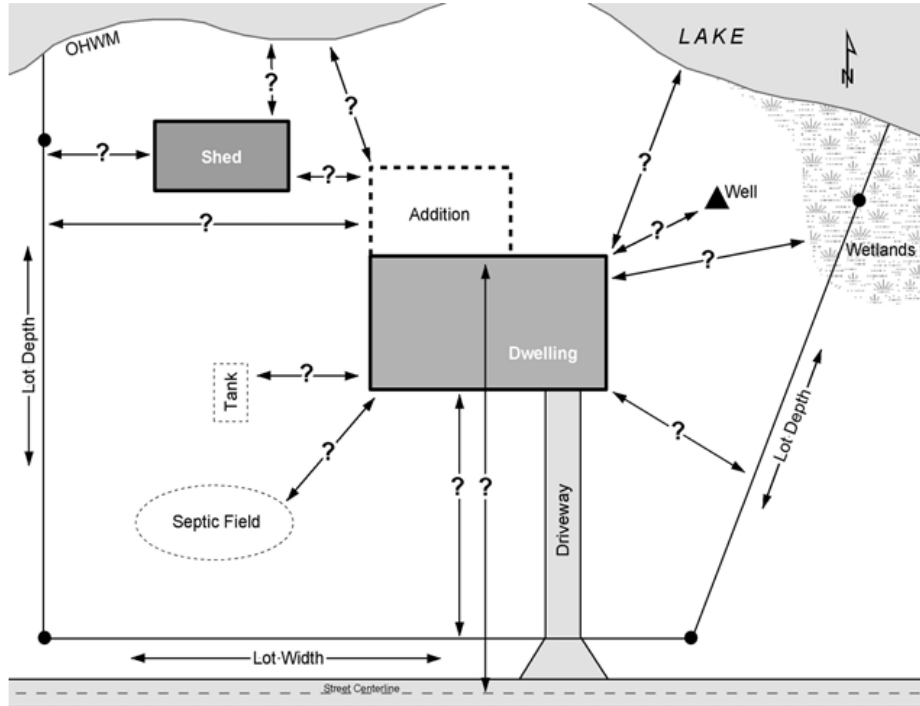
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## SITE PLANS AND BUILDING PLANS

All applications must be accompanied by a site plan. Figure 1 below is an example of an acceptable plan.

Exhibit A



Site plans must be drawn to scale and/or all dimensions given, such as:

Location and dimensions of the project

Location and dimensions of existing structures

Dimensions of the property

Location and names of abutting roads, lakes & Streams

North arrow

Owner's name

Distances must be shown from the project to:

- Lot lines
- Road right-of-ways & centerline
- Septic & holding tanks
- Soil absorption systems
- Nearby structures (within 50 feet)