

Application for Variance

Town of Somerset Ordinances

REQUEST

Specific Variance Request: _____

(Chapter and Section of the Town of Somerset code of Ordinances)

APPLICANT INFORMATION

Applicant Name: _____ Owner (if not applicant) _____

Mailing Address: _____ Mailing Address: _____

Day time Phone# _____ Day time Phone # _____

E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____

Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of Somerset *(Complete legal description must be attached)*

Parcel Identification

Number(s): _____

See attached application narrative and application procedure form.

Current Zoning: _____ Acres: _____

FEES

Application Fee:	\$ 100
2 nd Request	\$ 100
TOTAL FEES:	\$ _____

- All application fees(non-refundable) must be submitted with the application.
- All fees and expenses incurred are the responsibility of the applicant/owner to be paid/provided as required throughout the process as directed by the Town Clerk prior to approval of this variance.
- Fees will be doubled for application submitted after construction project initiated, and/or written enforcement action has commenced.

Applications are due on the **4th Wednesday** of each month. Applications will not be accepted until the applicant has met with the Town Clerk/Treasurer or his/her designee and it has been determined that all necessary information has been provided.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Applicant

Signature: _____ Date: _____

Owner (if not applicant)

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Accepted: _____ Accepted by: _____

Fees Received: _____ Receipt # _____

VARIANCE PROCEDURES

The application for the variance will not be scheduled until after the application is deemed complete. To be considered complete, the application must include, at a minimum, the items listed below. Documents being provided to the Town Clerk shall be no larger than 11" X 17". 7 copies of the application and supporting documents should be presented to the Town of Somerset Town Clerk/Treasurer by the 4th Wednesday of the month.

1. A detailed written statement that specifically identifies what is being requested.
2. Written arguments that justify the need for variance and address the approval criteria listed in the application. It is the applicant's responsibility to prove that a "hardship" exists and that a variance can be granted.
3. The applicant shall stake all applicable property/project corners and label the stakes accordingly (ex: NE lot corner)
4. A complete site plan showing at a minimum the location of all existing structures, all proposed structures and the exact distances between. The location of septic system, well, underground utilities, driveway, property lines, easements, navigable water ways, wetlands, floodplains, bluff-lines, slopes in excess of 20%, and any other unique limiting condition of the property. A CSM of the property may be used with the addition of items above not shown at the time the CSM was created.
5. Provide the name and mailing address of all owners of property that adjoins the parcel that is the subject of the request, including those opposite side of the road. Depending on the type of Variance you may be asked to contact those property owners and show proof of contacting them one week prior to the scheduled hearing on the variance.

VARIANCE APPROVAL/REJECTION SIGNATURE BY TOWN CHAIRPERSON

Variance Approved: _____ Date: _____

Variance Rejected: _____ Date: _____