



VILLAGE OF  
**WOODVILLE**

## APPLICATION FOR VARIANCE

A request for a variance may be made when an aggrieved party can submit proof that strict adherence to the provisions of this Zoning Code would cause him undue hardship or create conditions causing greater harmful effects than the initial condition. A variance granted to a nonconforming use brings that use into conformance with the district and zoning requirements. **(Ref.13-1-193)** *To qualify for a variance, the applicant must demonstrate that their property meets three requirements – unique property limitations, no harm to public interests and unnecessary hardship.*

**Filing Fee:** \$500 non-refundable fee – paid with application plus Professional Fees and Expenses Incurred to the Village of Woodville

**Due Date:** Completed application and materials are due by the 15<sup>th</sup> of the month

### AN INCOMPLETE APPLICATION WILL DELAY REVIEW

Owner or Agent: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### PROPERTY INFORMATION

Address: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Lot area & Dimensions: \_\_\_\_\_ sq. Ft., \_\_\_\_\_ x \_\_\_\_\_ ft

Zoning district \_\_\_\_\_

(CIRCLE ONE) Single Family/owner occupied or Rental/+ all others

Describe the Variance requested \_\_\_\_\_

It is your responsibility to prove to the Board of Zoning Appeals that your appeal should be granted on the basis of how it applies to the four requirements given below. Please be specific. If you need additional space, you may use another sheet of paper.

1. Are there unique circumstances (such as topographical problems) about the land itself or special conditions applicable to your property or to the intended use that do not apply generally to the other property in the same vicinity and zoning district? \_\_\_\_\_  
\_\_\_\_\_
2. Strict application of the zoning ordinance would constitute unnecessary hardship or practical difficulty to you because \_\_\_\_\_  
\_\_\_\_\_
3. The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity, but which is denied to your property because \_\_\_\_\_  
\_\_\_\_\_
4. The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity or zone in which your property is located because \_\_\_\_\_  
\_\_\_\_\_
5. Other reasons that you may have which are similar to those above \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above statements and plans submitted herewith are true to the best of my knowledge.

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

\_\_\_\_\_  
Signature of applicant

**ATTACH THE FOLLOWING**

1. Plot Plan showing the area involved, its location, dimensions, and location of adjacent structures within 300 feet of the area.

**I certify that the information I have provided in this application is true and accurate and I have submitted initial \$500 fee payable to the Village of Woodville and understand that I will be billed for the remainder of the professional fees and expenses incurred to the Village of Woodville.**

**Owner/agent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Required)

**OFFICE USE ONLY**

Received in clerk's office	Date _____	Date of Zoning Bd of Appeals Mtg	_____
Fee Received	Date _____	Date of Public Hearing	_____
Maps/Plats/Plans Received	Date _____	Date Notices Sent	_____

(updated 7/15/25)

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