



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. 525-89) *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
Due Date: Completed application and materials are due by the 15th 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. Strict application of the zoning ordinance would constitute unnecessary hardship or practical difficulty to you because _____

2. 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? _____

3. Describe how the purpose of the variance is not based exclusively upon a desire to increase the value or income potential of the property. _____

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. Describe how the proposed variation will not undermine the spirit and general and specific purposes of this chapter. _____

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 a \$500 fee payable 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 6/2/2026)