

# Application Packet for Variance Request

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Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

## Included in this Packet:

- Summary of Application Process and Checklist
- Agreement for Reimbursable Services
- Application for Variance Request
- Statement of Understanding

**The purpose of this document is to provide guidance in applying for a variance in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.**

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1. Contact the Town Clerk to obtain a Variance Request Application packet in electronic form. (608) 742-8763; [clerk@tn.pacific.wi.gov](mailto:clerk@tn.pacific.wi.gov).
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this time to hear the scope of your proposal. Depending on your project, the Town Engineer may have valuable input and guidance that will help you as you complete the application packet. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.
3. Prepare a scale drawing of your site, showing the existing structures, if any. This drawing may be required to be completed by a surveyor or engineer, at the Town's discretion. Also include the following in the drawing:
  - Any septic systems (tanks, drain field, etc.) and wells.
  - All roads or streets and water frontage, if applicable.
  - Property lines, proximity of adjoining property owner's structure(s), and land uses extending 500 feet from property.
  - Provide names and addresses of landowners within 500 feet of the area to be considered.
4. The Applicant shall submit to the Clerk an electronic copy of the Application, in PDF format, and all associated documents being submitted as part of the Application, along with four (4) comprehensive copies in printed form, identical to the electronic copy in all respects. The Application Fee and any required escrow amounts (verify with Town Engineer) shall accompany the Application.

<b>EACH PACKET SHALL CONTAIN THE FOLLOWING:</b>	
<input type="checkbox"/>	Completed Reimbursable Services Agreement
<input type="checkbox"/>	Completed Application For Variance Form
<input type="checkbox"/>	Vicinity Map <ul style="list-style-type: none"><li>○ Show the property location in relation to major and minor roads and relevant facilities within a 2 mile radius of the proposed site.</li></ul>
<input type="checkbox"/>	Site plan prepared in step 3 of this document.
<input type="checkbox"/>	Signed Statement of Understanding
<input type="checkbox"/>	Applicable Fees Payable to "Town of Pacific" (see Town's Fee Schedule)



The Applicant shall submit all complete documentation to the Town Engineer a minimum of 21 days prior to the meeting of the Plan Commission at which action is desired. If the submittal packet is found to be incomplete, you will not be eligible for Plan Commission action. Any Town action on the submitted request requires full documentation in accordance with this checklist, and the Town Engineer.

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- a. Town Plan Commission meets the 1<sup>st</sup> Tuesday of the month at 5:30 PM
  - b. Town Board meets the 3<sup>rd</sup> Tuesday of the month at 6:00 PM
5. Variances must also be submitted to Columbia County for review. Please Contact the Columbia County Planning and Zoning Department for more information.

Columbia County Planning & Zoning  
112 E. Edgewater St.  
Portage, Wisconsin 53901

Phone: (608) 742-9660

6. The Town Engineer shall review all of the submitted documents and determine the completeness of the application. The Town Engineer will work with you to make sure that you have all of the appropriate information for your submittal.
7. Once the Town Engineer has indicated that you have submitted all of the required information, the Town Clerk will distribute the complete packet to the Town Plan Commission.

*If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.*

8. Once the submittal is complete and has been preliminarily reviewed by the parties mentioned above in step 6, a Public Hearing will be held so that neighbors and other concerned citizens have an opportunity to voice their opinions. Applicants are required to attend this Public Hearing and Plan Commission meeting.
9. Once the Public Hearing is completed, the Plan Commission will review the documentation, consider any public comments, consider the Town Engineer's recommendation, and, by majority vote, either approve or reject the application for a variance. Either the property owner or signed representative must be at any meetings where his/her variance request is considered.
10. The Plan Commission's recommendation shall be forwarded to the Town Board for its consideration.
11. If a variance is approved, any applicable Town Permits must be obtained from the Town Engineer or Building Inspector before any construction begins.

## **ASSOCIATED FEES**

The application fee and review fees are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed while fees, that have been billed, remain unpaid.

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## Agreement for Reimbursable Services

In the Review of Variance Requests  
Town of Pacific, Columbia County, WI

The cost of application review for all variance requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular variance request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the variance request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the variance request application. The submittal of a variance request application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

\_\_\_\_\_ for  
*Applicant and/or Property Owner(s)*

\_\_\_\_\_, agrees to reimburse the Town of Pacific for  
*(Project Name)*

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the variance request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

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## Application for Variance

GENERAL INFORMATION			
Property Owner(s):			
Mailing Address:	City:	State:	Zip Code:
Email Address:	Phone Number (Days):	Phone Number (Cell):	
Application Completed By: (If Different than Owner)		Company:	
Mailing Address:	City:	State:	Zip Code:
Email Address:	Phone Number (Days):	Phone Number (Cell):	

DESCRIPTION OF PROPERTY				
Lot #:	Block:	Subdivision:	Tax Parcel #:	Total Acreage:
Address of Subject Property:		City:	State:	Zip Code:
Present Improvements on Property:				
Sewage System:		Flood Plain Status:	Existing Zoning:	
Intended Structure Use:			Size of Building:	
Distance To: Center Line of Road _____ Back Lot Line _____			Estimated Starting Date:	
Distance To: Side Lot Line _____ Other Side Lot Line _____			Estimated Completion Date:	
Type of Construction: <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alterations <input type="checkbox"/> Moving				

Describe the variance(s) requested, and indicate how "reasonable use" of the property will be affected if your request is not approved.

\_\_\_\_\_  
Signature of Person Preparing this Form

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (If Different)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this Application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

(Print Applicant Name)

I also authorize Town of Pacific staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that issuance of a variance is imminent or guaranteed.

I understand that issuance of this variance does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name