

Variance & exception permits

When needed: If new construction, remodeling, moving, or relocation not specifically listed for the areas district but will not be contrary to the public interest, where, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit & purposes of the zoning ordinance shall be observed & the public safety, welfare, & justice secured. Use variance shall not be granted.

Initiated by: Property owner

Submitted: On application form to Village Clerk
Submit to Zoning Board of Appeals
Final decision to Planning Committee
Final decision documented to Village Board

Attachments to application:

1. Names & Addresses of the applicant, all abutting & opposite property owners of record.
2. Plat or survey prepared by a registered land surveyor showing all of the information required under Section 2.3 for a zoning permit
3. Additional Information required by the Board of Zoning Appeals or Zoning Administrator.
5. Fee receipt for \$50.00

Time frame: 10 day notice prior to Public Hearing, approximately 60 days from application.

Expiration: Shall expire within 6 months unless substantial work has commenced pursuant to such grant.

Village Ordinances: Section 10.0, Chapter 10 Zoning regulations

VILLAGE OF MONTFORT
APPLICATION FOR VARIANCE

INSTRUCTIONS

Applications are to be filed with the Village Zoning Administrator, and he shall refuse applications that are not complete or that are not legible.

Names and Addresses

Applicant _____

Owner of Site _____

Architect (where applicable) _____

Professional engineer (where applicable) _____

Contractor (where applicable) _____

Description of the Subject Site

Address of premises affected _____

Lot _____ Block _____ Subdivision _____

Metes and bounds description _____

Zoning district classification _____

Description of existing operation or use _____

Description of proposed operation or use _____

If there are employees involved, the number of employees _____

Type of structure _____

Variance sought and reason _____

Attachments

The following required items shall be attached to this application;

Plat or survey prepared by the registered land surveyor showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site; existing and proposed structures, existing and proposed easements, streets, and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side, and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within forty (40) feet of the subject site. (In case of simple extensions, alterations, repairs or restorations the Zoning Administrator may waive any and all of the requirements to attach this Plat of Survey and accept in lieu thereof a simple sketch by the applicant. The Zoning Administrator will make determination as to whether a Plat of Survey is required in each situation.

Proposed Sewage Disposal Plan if the affected property is not already attached to the municipal sewage system, the applicant shall provide a sketch in detail of the proposed connection to the municipal sewage system. Necessary information as to the available sewage service may be obtained from the Village of Montfort. The applicant's proposed connection shall include details as to cost and flexibility of necessary extension of the municipal service mains, manholes and other appurtenances and the information shall also show the availability of basement floor drains and the necessity of a lift pump on the property of the applicant or the necessity of a municipal lift station. Similar information shall be supplied as to availability and proposed connections to the municipal water works utility and the municipal electric utility. The handling of storm water from said property or any changes in the discharge of such water shall be shown. This plan shall be approved by the Zoning Administrator who shall certify as to the requirements of the Village or of the Village Utilities as to the handling of any of the matters above enumerated, estimated costs of the same and the applicable rules as to the payment of cost by the applicant including the time of payment or any available deferment of the payment. The Zoning Administrator shall further certify in writing that satisfactory, adequate and safe sewage disposal is possible on the site as proposed by the plan in accordance with the applicable local, county and state Board of Health's regulations. The application shall also indicate whether or not the use of gas utility service is contemplated and if it is contemplated a similar certificate shall be furnished by the applicant from the public utility furnishing the gas service.

Additional Information may be required by the Zoning Administrator or Board of Zoning Appeals.

Fee Receipt must be received from the Zoning Administrator.

Certificate

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant _____

Address _____

Date _____

Approval or Refusal

Date Variance (Issued, Denied) _____

By _____

Notes:

Permit May Be Revoked without notice if misrepresentation of any of the above information or attachments is found to exist.

Variance Shall Expire within six (6) months unless substantial work has commenced.

Variance Is Null and Void if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises for any purpose that is prohibited by the Zoning Ordinance or any other state or local laws.

Changes in the plans or specifications submitted in the original application shall not be made without prior written approval of the Board of Zoning Appeals.