

Variance Application Checklist

(Applications will be processed only when all required items are submitted.)

Submit **1 set of plans** (not to exceed 1" = 50' scale) and **1 PDF** of the following:

<i>Check Off</i>		<i>City Use Only</i>
_____	Accurate certified survey showing existing conditions and the legal description	_____
_____	Detailed site and drainage plan (based on certified survey)	_____
_____	Architectural elevations of all buildings proposed (to scale)	_____
_____	Concept floor plan (to scale)	_____
_____	Existing and proposed impervious surface calculations for the property	_____
_____	<p>A legible, written description of the request, indicating the proposed use and how it conforms with the following variance standards as set forth in Section 1201.05 of the Shorewood Zoning Regulations:</p> <ol style="list-style-type: none"> 1. The variance, and its resulting construction and use, is consistent with the intent of the Comprehensive Plan and in harmony with the general purposes and intent of the zoning regulations 2. The applicant has established that there are practical difficulties in complying with this Chapter. Practical difficulties mean: <ol style="list-style-type: none"> a. The property owner proposes to use the property in a reasonable manner, but which is not permitted by this Chapter. b. The plight of the landowner is due to circumstances unique to the property not created by the landowner. c. The variance, if approved, would not alter the essential character of the locality. 3. The variance would not be based exclusively on economic considerations. 4. The variance shall not impair an adequate supply of light and air to adjacent property, unreasonably increase the congestion in the public street, or increase the danger of fire or endanger the public safety. 5. The variance, and its resulting construction or project, would not be detrimental to the public welfare, nor would it be injurious to other lands or improvements in the neighborhood. 6. The variance is the minimum variance necessary to address or alleviate the practical difficulties. 	_____
_____	Completed application form signed by property fee owner(s)	_____
_____	<p>Application fee check (payable to the City of Shorewood) or cash: Residential: \$500 fee + \$500 escrow deposit Non-residential: \$600 fee + \$500 escrow deposit</p>	_____

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning code. This may include (but is not limited to) wetland delineations, traffic studies, etc.