

**CITY OF JUNEAU
SPECIAL ZONING REQUEST FORM**

Please indicate which request is being made:

Variance Unclassified Use Permit Conditional Use Permit Special Use Permit

Date: _____ Receipt# _____

Fee: **\$750.00** Check# _____ Cash _____

Applicants Name: _____

Subject Address: _____ Mailing Address: _____

Phone#: _____ E-Mail Address: _____

Description of Request: _____

Signature: _____

FOR OFFICIAL USE ONLY

Parcel No(s): _____ - _____ - _____ _____ - _____ - _____

Current Zoning: _____ New Zoning: _____

Public Hearing Date: _____ Plan Commission Meeting Date: _____

Notice Mailed: _____ Notice Published: _____

Steps:

- _____ Applicant files petition with City Clerk
- _____ Fee Collected
- _____ Board of Appeals Meeting / Public Hearing
- _____ Approval from Common Council

Juneau Plan Commission Action

- _____ Approved
- _____ Denied

Common Council Action

- _____ Approved
- _____ Denied

Conditions (if any):

Return application to: City of Juneau PO Box 163 405 Jewel St, Juneau WI 53039

CITY ORDINANCE

17.04.220 Variances.

- A. When, in the judgment of the board of appeals, it would be inappropriate to apply literally the dimensional standards of this title because unnecessary hardship or practical difficulty would result, it may waive or vary such standard so that substantial justice may be done and the public interest, safety, welfare and justice secured.
- B. Use variances shall not be granted.
- C. Procedure:
 - 1. Application for variances may be made by the owner or leasee of the structure or land to be affected on forms furnished by the zoning administrator and shall be filed with the secretary of the board of appeals.
 - 2. The board of appeals shall fix a reasonable time for the hearing and give the notices required under Section 17.04.320. (Prior code § 10-4-22.5)

17.04.230 Application.

Applications for conditional use permits and unclassified use permits shall be filed with the zoning administrator, shall be made in duplicate on forms furnished by the zoning administrator and shall include the following:

- A. The information required under Section 17.04.190;
- B. Names and addresses of all opposite and abutting property owners of record;
- C. Existing and proposed landscaping;
- D. Additional information as may be required by the city council or zoning administrator;
- E. An applicant who has been denied a conditional or unclassified use permit may reapply only upon a showing that there has been a material change in circumstances since the prior application was filed. (Prior code § 10-4-23)

17.04.240 Review and approval.

- A. The city plan commission shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway location, highway access, traffic generation and circulation, drainage, sewerage, and water systems, and the proposed operation applicable to each individual case prior to granting or denying a conditional use permit or an unclassified use permit.
- B. Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards or parking requirements, may be required by the city plan commission upon its finding that these are necessary to fulfill the purpose and intent of this title.
- C. Compliance with all other provisions of this title, such as lot width and area, yards, height, parking, loading, traffic and highway access, shall be required of all conditional uses. Variances shall only be granted as provided in this title. (Prior code § 10-4-24)

17.04.290 Zoning fees.

- A. Fees shall be required of all persons, firms or corporations requesting an ordinance amendment, interpretation, variance or appeal. Fees shall also be required of all persons, firms or corporations performing work for which this chapter requires a permit. Such fees defray the city's cost of administration, investigation, legal advertisement and processing.
- B. The fees are payable to the city treasurer according to a fees schedule affirmed by common council resolution. (Ord. 227, 1997)