



Village of Sister Bay
 2383 MAPLE DRIVE • SISTER BAY, WI 54234
 PHONE: (920) 854-4118 • FAX: (920) 854-9637
 E-MAIL: INFO@SISTERBAYWI.GOV
 WEB SITE: WWW.SISTERBAYWI.GOV

▼ THIS AREA FOR OFFICE USE ONLY ▼	
Account No.	Issue Date:
Fee Amount Paid:	Receipt #:

Appeals and Variances

Appeals may be made from a decision of the Zoning Administrator or the Plan Commission concerning the literal enforcement of the Village Zoning Code. Appeals shall be filed within thirty days of the date of written notice of the decision or order of the Zoning Administrator or Plan Commission.

Variances may be granted if there are unusual circumstances that apply to a lot, structure or use that don't apply to other properties or uses in the district; granting a variance would not adversely impact the purposes of the ordinance; strict application of the ordinance provisions would result in exceptional difficulties or hardship; and literal interpretation of the ordinance would leave the owner with no practical use of his land or buildings.

A variance may not be granted to increase the profitability of the property, because of personal inconvenience, because of construction errors, for personal economic gain, because of self created hardships, or if the present use of the property is nonconforming.

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION
Appellant (Agent)	Parcel Identification Number (PIN) 181-
Street Address	Subdivision or CSM (Volume/Page/Lot)
City • State • Zip Code	Address Of Property (DO NOT Include City/State/Zip Code)
Property Owner (If different from appellant)	
Street Address	
City • State • Zip Code	
CONTACT PERSON	
Name and daytime phone number (include area code) of a person we can contact if we have any questions about your appeal or variance.	
Name _____ Daytime Phone (____) _____ - _____ Email _____	
CERTIFICATE	
I hereby certify that I am the owner and/or authorized agent of the property owner and that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief and I hereby authorize members of the Sister Bay Plan Commission, members of the Zoning Board of Appeals and the Zoning Administrator to enter the above described property for purposes of obtaining information pertinent to my application/appeal/variance request.	
Appellant _____ Date _____	
Daytime Contact Number (____) _____ - _____ Email _____	



Village of Sister Bay Variance Criteria Information Sheet

421 MAPLE DRIVE • SISTER BAY, WI 54234
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No area variance to the provisions of this chapter shall be granted by the Board unless it finds by a preponderance of the evidence that all the following facts and conditions exist and so indicates such in the minutes of its proceedings.

- 1. Preservation of intent.**
No area variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the development is located.
- 2. Exceptional circumstances.**
There must be unique circumstances or conditions applying to the lot or parcel or structure that do not apply generally to other properties of uses in the same zoning classification within 1,000 feet of the subject property and the granting of the area variance should not be of so general or recurrent nature as to suggest that the zoning chapter should be changed.
- 3. Hardship.**
Economic hardship and self-imposed hardship are not grounds for an area variance: ***No area variance shall be granted solely based on economic gain or loss.*** The hardship must be based upon conditions unique to the property rather than considerations personal to the owner.
- 4. Preservation of property rights.**
The area variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and same vicinity.
- 5. Absence of detriment.**
No area variance shall be granted that will create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this chapter or the public interest.