

**VILLAGE OF VERNON**

W249S8910 Center Drive – Big Bend, WI 53103

Phone: (262) 662-2039 • Fax: (262) 662-3510

**APPLICATION FOR BOARD OF APPEALS**

Meetings of the Village of Vernon Zoning Board of Appeals are called on as needed basis. Appeals to the Zoning Board of Appeals are considered at these meetings. In order to be considered at the next meeting, applications must be received in the Village Hall no later than 4:00 P.M. *(The Clerk will provide the date of the submittal of information and application fee are paid .*

A notice and agenda of the date and time of the hearing *(date and time determined)* will be mailed to all property owners within 300 feet of the property. The property owner or representative must be present at the public hearing to present their request to the Village of Vernon Board of Appeals and answer any questions the Board of Appeals may have.

**Property Address:** \_\_\_\_\_

**Tax Key Number: VNT** \_\_\_\_\_

**Name of Petitioner:** \_\_\_\_\_

**Mailing Address of Petitioner:** \_\_\_\_\_

**Daytime Phone number of Petitioner:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Mailing Address of Owner:** \_\_\_\_\_

**Daytime Phone number of Owner:** \_\_\_\_\_

**Property Is Presently Zoned:** \_\_\_\_\_

APPLICATION IS BEING MADE FOR VARIANCE FROM SECTION \_\_\_\_\_ OF THE VILLAGE OF VERNON ZONING CODE TO PERMIT THE FOLLOWING: (Describe in detail the proposed construction, and why it does not comply with the Ordinance. (You may attach your reply)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT SPECIAL CONDITIONS EXIST WHICH WILL CAUSE PRACTICAL DIFFICULTY OR UNNECESSARY HARDSHIP IF THE VARIANCE REQUESTED IS NOT GRANTED:

---

---

---

---

---

\_\_\_\_\_  
**SIGNATURE OF OWNER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF PETITIONER (If different)**

\_\_\_\_\_  
**DATE**

**Items which must accompany this application:**

**I. Procedure**

A. Board of Appeals Application Review

1. Submit digital copy and ten (10) hard copies of application, signed and dated
2. Submit digital copy and ten (10) copies of detailed site plan including:
  - a. Boundaries and dimensions of the property (survey)
  - b. Location and dimensions of all existing and proposed buildings
  - c. All setbacks and offsets of all buildings
3. Plans of the proposed building or addition
4. Location of well and septic from Waukesha County Health Department
5. A signed Village of Vernon Professional Reimbursement Fee

**II. Fees**

- A. Application for Board of Appeals review fee - \$300.00 payable to Village of Vernon
- B. A document recording fee of \$50.00 payable to Village of Vernon

**Reimbursement Fees:**

Document Recording Fee if request is denied