



**Village of Brooklyn  
 Variance Application  
 210 Commercial Street, P.O. Box 189  
 Brooklyn, WI 53521  
 608-455-4201/fax 455-1385**

[clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov) or [deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)

**Contact Information**

<b>Name:</b>	<b>Co. Name (if Applicable)</b>
<b>Address:</b>	<b>City/State/Zip</b>
<b>Work Phone</b>	<b>Home or Cell Phone</b>
<b>Email</b>	<b>Fax</b>
<b>Best Way to reach me is:</b> Phone                      Email	<b>I am the:</b> Owner      Tenant              Representative

**Procedure**

- Pick up application. Read through expectations. Ordinance(s) 117-621
- Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals.
- Complete application and submittals via paper copy and email a pdf version to clerk's office.
- Clerk to publish Class 1 public notice, notify property owners and agency notification within 300' and set public hearing date.
- Zoning Administrator to prepare written report.
- Attend Board of Appeals meeting at which application will be considered.
- Board of Appeals public hearing held. Date: \_\_\_\_\_

**Reference Materials – [www.brooklynwi.gov](http://www.brooklynwi.gov)**

Village Ordinance 117-621

**Property Information**

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

Lot or Block#: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Tax Parcel#: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

\_\_\_\_\_ Use Variance or \_\_\_\_\_ Area Variance



**Submittals**

**Letter of Intent**

Letter of Intent should describe, in detail, what the variance is for. Include the purpose for the request, construction schedules, names of people involved (applicant, owner, contractor, architect, landscaper, business manager). Include physical information on the size and layout of the site, as well as proximity to the streets and surrounding buildings. Include expected construction schedule. Include any additional information that you wish to submit in support of the requested action.

**Owner's Signature – Statement of Understanding**

By signing below, I \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I also authorize the Village of Brooklyn staff permission to view and enter the subject property for reviewing and investigating this request.

I understand that the submittal of this application and payment of the proper fees does not mean that issuance of a variance is imminent and guaranteed.

I understand that issuance of a variance does not qualify as, nor replace the necessity for proper permitting for the proposed project.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title

**Office Use Only**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Parcel#: \_\_\_\_\_  
 Referred to: \_\_\_\_\_ Fee: \_\_\_\_\_ Check# \_\_\_\_\_  
 Notify Property Owners within 300 feet \_\_\_\_\_ Sent on: \_\_\_\_\_ By: \_\_\_\_\_  
 Publish/Post Hearing Notice \_\_\_\_\_ Sent on: \_\_\_\_\_ By: \_\_\_\_\_

**Office Use Only – Materials Sent To:**

	Date Sent:	Return By:	Response:
Zoning Administrator	_____	_____	_____
Building Inspector	_____	_____	_____
Public Works	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
Village Attorney (as needed)	_____	_____	_____
Village Engineer (as needed)	_____	_____	_____

**Approvals**

Board of Appeals meeting date: \_\_\_\_\_  
 Your request has been: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved  
                                   \_\_\_\_\_ Approved with these Conditions:



# AGREEMENT FOR REIMBURSABLE SERVICES INCURRED BY THE VILLAGE OF BROOKLYN

The cost of application review for all land division, site plan, conditional use, zoning and other applications required to come before the Planning Commission shall be borne by the Applicant. The Applicant shall pay all reasonable Village of Brooklyn incurred expenses relating to a particular project review. This may include meeting charges, professional consultants, or other relevant Village expenses incurred in connection to the review of the project in question. The Village reserves the right to apply the charges for these services as well as for staff time, mileage, and Village equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the project application. The submittal of the project application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of the bill by the Village will accrue interest at a rate of 1.5% per month until the fee is paid in full. Failure to pay the fees in due time can result in further consequences, including disruption of the project.

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Applicant and/or Property Owner(s)

For \_\_\_\_\_, agrees to

(Project Name)

reimburse the Village of Brooklyn for all review costs associated with, but not limited to, Village Engineer, Village Attorney and consultants as appropriate, relating to the review costs associated with the project review request and, further, agrees to reimburse the Village for other administrative staff review if, in the judgment of the Village of Brooklyn Board such reimbursement is warranted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name

(if different from applicant)