

**Ledgeview Zoning Board of Appeals**

If the Zoning and Planning Commission and staff finds that extraordinary hardships or particular difficulties may result from strict compliance with certain regulations, it may recommend the case be reviewed by the Zoning Board of Appeals. Please see Sec 96 - 13 for a list of circumstances where a variance may be appropriate. The following information will guide you through the procedures necessary for a variance to be considered.

Zoning Board of Appeals meets on the second Wednesday of each month  
at 7:00 p.m. at the Ledgeview Municipal Building

**Basic Steps in the Review Process for a Variance Request**



**Step 1: Submit all necessary materials and fees to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon)**

The Petitioner will submit all required materials to the Town Clerk before the required due date in order for the variance to be considered. Please see the Variance Application for a list of required materials.



A fee of **\$200.00** must be submitted with materials.

**Planning and Zoning Contacts:**

<p>Sarah Burdette Clerk/Administrator (920) 336-3360, Ext. 108 <a href="mailto:sburdette@ledgeviewwisconsin.com">sburdette@ledgeviewwisconsin.com</a></p>	<p>Dustin Wolff, AICP Senior Planner, Mead &amp; Hunt, Inc. (414) 935-4240 <a href="mailto:dustin.wolff@meadhunt.com">dustin.wolff@meadhunt.com</a></p>
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**Step 2: The Town Clerk will schedule a Zoning Board of Appeals (ZBA) hearing**

After all necessary materials and fees have been submitted, the Town Clerk will place the item for action on the next ZBA hearing and notify the public via an official notice.

**Step 3: ZBA hearing**

Members of the public are able to state their support or concerns about the variance request. Attendance by the petitioner is not required, but is strongly encouraged.

**Step 4: ZBA action**

A decision will be made by the ZBA to either grant or not grant a variance based on a number of factors including type of variance, hardship incurred, and current regulations in place.