



**GUIDELINES USED BY THE CITY OF OSHKOSH PLAN COMMISSION WHEN REVIEWING VARIANCE REQUESTS
FOR EXTERIOR BUILDING DESIGN STANDARDS FOR SINGLE AND TWO-FAMILY RESIDENTIAL STRUCTURES
MUNICIPAL CODE SECTION 30-241**

IMPORTANT INFORMATION FOR APPLICANTS

The City of Oshkosh Plan Commission convene on the first and third Tuesday of each month at 4:00 P.M. in Room 404 of City Hall, 215 Church Avenue, Oshkosh, Wisconsin. Please confirm the application deadline and Plan Commission schedule with Planning Division staff prior to filling out the application.

Variance Criteria: The design standards variance request must demonstrate that at least one of the following criteria applies:

- 1) The intent of the standards in this Section have been incorrectly interpreted. (Example: The design standard(s) are being incorrectly regulated and the proposed project does not run contrary to the intent of the Municipal Code)
- 2) The standards in this Section do not apply to the project. (Example: The location of the project is not visible from the street and therefore will not detract from the character of the original house, the neighborhood or the curb appeal of the block)
- 3) The enforcement of the standards in this Section cause unnecessary hardship. (Example: The design standards requirements cause unreasonable and over burdensome difficulty in carrying out improvements to the property)

Application Submittal Requirements: The following must be submitted in order for your application to be accepted:

- Complete the attached application form. Both the owner and applicant must sign the application form, if different.
- Answer all applicable questions on the application form.
- A site plan drawn to scale depicting all structures, lot lines, streets, and distances from the structures to the property lines.
- Photograph(s) of the existing facades along with elevation plan(s) or illustrations of the proposed project.
- Product/manufacture specification sheet for materials included within the scope of the project.
- Any other supporting documentation you feel is relevant, necessary or as may be required by staff.

Plan Commission Review and Action:

Once all required information is received with your application submittal, city staff will review the variance request and formulate a staff recommendation, which will be included within a written staff report to the Plan Commission. Staff may require additional information or material from the applicant as needed to sufficiently analyze the request and prepare their recommendation. When all needed information is supplied, a Plan Commission review and action date will be scheduled.

Prior to the scheduled Plan Commission review and action on the variance request, a meeting notice will be sent to the applicant and/or owner as well as all surrounding property owners. The staff report that explains the request and contains staff recommendation(s) will be available approximately one week before the scheduled Plan Commission meeting.

It is highly recommended that the applicant and/or property owner attend the Plan Commission meeting where the item will be discussed to present their variance request and answer any questions that may arise. If the applicant and/or representative fail to appear, the Plan Commission may choose to act on the item (approve, approve with conditions, or deny), or they may choose to postpone/table action on the item to a future meeting.

If you have any questions about the design standards variance application form, or the process of obtaining a variance, please contact the Planning Services Division at (920) 236-5059.

Please Type or Print in BLACK INK



**CITY OF OSHKOSH
APPLICATION FOR DESIGN STANDARD VARIANCE REVIEW**

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

PROPERTY OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

SITE INFORMATION

Address/Location of Proposed Project: _____

Proposed Project Description:

Current Use of Property: _____ Zoning: _____

In order to be granted a variance, each applicant must be able to prove, in the judgment of the Oshkosh Plan Commission, that at least one of the following criteria applies:

- 1) The intent of the standards have been incorrectly interpreted
- 2) The standards do not apply to the project
- 3) The enforcement of the standards cause unnecessary hardship

1. Explain in detail your proposed plans and why a variance is necessary:

2. Describe how the variance would not have an adverse effect on surrounding properties or curb appeal of the neighborhood:

3. Describe in detail the materials and construction methods that the proposed project would use. Attach any supplementary information including, but not limited to, material data sheets, product information, supplemental photographs, elevation plan(s) and site plan(s):

4. Describe why the intent of the design standards have been incorrectly interpreted (if applicable):

5. Describe why the design standards do not apply to this particular project (if applicable):

6. Describe the unnecessary hardship that would result if your variance were not granted (if applicable):
