

## **Variance Procedures**

1. Complete a variance application.

**An application must be complete before it will be placed on the BOA's Public Hearing Agenda.**

2. Make copies of the application and supporting documentation for the Town.
3. Submit variance application and supporting documentation with the \$250 fee to the Jefferson County Zoning Department, 320 S. Main St., Room 201, Jefferson, WI 53549. Deadline is usually the second Friday of the month for the next month's public hearing. All pages including plot plan, no larger than an 8½ x 11 or 11 x 17 sheet if necessary.
4. Contact Town Clerk in which the proposed variance is located for Town Planning Commission/Town Board meeting dates and times.
5. Attend Town Planning Commission (if applicable).
6. Attend Town Board meeting
7. Attend Jefferson County Zoning Board of Adjustment public hearing meeting (Notice of Public Hearing will be sent to you in the mail prior to the hearing.)
8. The Zoning Board of Adjustment will normally make decisions on the variances after the public hearing.
9. Notice of decision will be mailed out to petitioner and owner.
10. Zoning Board of Adjustment decisions may be appealed to Circuit Court.