



TOWN OF RUSHFORD  
3413 N COUNTY ROAD K  
OMRO, WI 54963  
[HTTP://TOWNOFRUSHFORD.ORG](http://townofrushford.org)

Town Chairman, Tom Egan 920-379-8479  
Supervisor, Pat Kafer, 920-410-4282  
Supervisor, Jerry Schoonover, 920-410-3852

Clerk, Peggy Hendricks, 920-379-4515  
Treasurer, Kathryn Lewis, 920-379-4538  
Zoning, Eric Freund, 920-420-5070

### Variance Application

Please read the instructions carefully and complete the application.  
The following items are included:

- Variance Handout
- Variance Application Instructions
- Application form

#### Filing Instructions:

The complete application, site plan and fee should be submitted to the Rushford Town Clerk as far in advance of the application deadline as possible.

FAILURE TO CONTACT THE TOWN OR CITY MAY RESULT IN A DENIAL AND APPLICATION FEES ARE NOT REFUNDABLE.

Important: A Variance is good for eighteen (18) months from the date of approval. If no permit for construction is taken out during that time, the variance is null & void.

If you have any questions concerning the application procedure, please contact the Zoning Administrator at 920-410-2910, Tom Jackson.

Fee of \$350 to be paid to the Town of Rushford with variance application. An invoice for newspaper posting cost and registered mailings will be issued at a later date.

Checks payable to: Town of Rushford  
3413 County Road K  
Omro, WI 54963

If you have any questions, please contact the Clerk, Peggy Hendricks at 920-379-4515.

## **VARIANCE APPLICATION INSTRUCTIONS**

1. **A site plan must be included with the application.** Site plan should be drawn to scale detailing exact property dimensions, setbacks (existing and proposed), location/identification and dimensions of all structures, sanitary system/well locations.
2. When the request is for vacant property, place a 2 ft. to 3 ft. stake with red flagging in the CENTER OF THE LOT at the PROPERTY LINE so the Committee and staff can determine the location of the property more easily when viewing.

3. Application Requirements:

Item A:           **A-1:** Property owner completes, and signs.

**A-2:** If someone else is handling the application, that person  
**must complete, and sign also.**

Item B:           **B-1** and **B-2** can be obtained from the tax bill or deed.

**B-3:**    Identify by address, or closest address and directions  
(such as North of 2222 Address Road).

**B-4:**    Show existing zoning.   Show proposed zoning if applicable,  
otherwise state N/A.

**B-5:**    State the current use, and proposed use if the application is  
approved.

**B-6:**    Check if sanitary service is provided or needed, and if by public  
sewer, or private sanitary system.

Item C:           **C-1 through C-4: To be completed in your own words.** Be specific in items C-2,  
C-3, And C-4. These are statutory items that must be addressed. In general,  
personal desires or monetary hardship are not grounds for granting a variance.

4. File the completed application, site plan, and filing fee of \$350 with the Clerk's Office as soon as possible. News paper postings and registered letters have to be sent in a timely matter.

Mail to:           Town of Rushford  
                      3413 County Road K  
                      Omro, WI 54963

APPLICATION FOR  
VARIANCE

FEE: \$350.00

(Please print or type. Please use black ink for duplicating purposes.)

**A. PROPERTY OWNER:**

A-1 NAME \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Permission is hereby granted for appropriate Town Staff to enter upon the property for the purpose of placement and removal of hearing notices, conducting inspections prior to hearing, and conducting inspections to determine compliance with the terms and conditions, if any, of the variance granted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:

A-2 APPLICANT (NAME) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**B. PROPERTY INFORMATION:**

B-1 Tax Key/Parcel #: \_\_\_\_\_

B-2 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or CSM \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ North Range \_\_\_\_\_ East

Town of \_\_\_\_\_ Acres \_\_\_\_\_

B-3 Location (of property) \_\_\_\_\_

B-4 Zoning (Existing) \_\_\_\_\_ Zoning (Proposed): \_\_\_\_\_

B-5 Use (Existing): \_\_\_\_\_

Use (Proposed): \_\_\_\_\_

B-6 SEWER:  
Existing \_\_\_\_\_ Required \_\_\_\_\_ Municipal \_\_\_\_\_ Private System: \_\_\_\_\_

**Applicant please fill out ALL the questions**

**C-1 Describe what you are building, the proposed dimensions, and what are the proposed setbacks:**

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**C-2 Describe the exceptional or extraordinary circumstances or conditions that apply to your property that do not apply to surrounding properties:**

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**C-3 Describe the hardship (s) that would result if the Variance is not granted:**

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**C-4 Describe how the variance would not have adverse affects on surrounding lands:**

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