

Process for getting a Variance **Updated: October 6, 2011**

Assumption: the property is owned by the person seeking a variance.

NOTE: The Town of Blooming Grove does not have final authority on variances, Dane County does. However, Blooming Grove can help a resident through the process and in some cases will write a letter to the County in support of the variance. It is highly recommended that a landowner utilize the Blooming Grove Plan Commission when attempting to obtain a variance from the County.

PROCESS:

Recommended: Approach neighbors with the plan, include benefits of it.

Recommended: If this is a large project, consult with an attorney and explore different options.

Recommended: Select a specific plan. If much different than the original plan, you may wish to approach the neighbors again to get their input.

Strongly Recommended: Contact the chair of the Blooming Grove Plan Commission. Attend the next Plan Commission meeting with the plan, including benefits of it. Attend one or more Plan Commission meetings to receive Town support for the variance.

MUST: A letter is produced by the Town Clerk which states that the variance is being applied for and is sent to Dane County Zoning.

Possibility: A letter may come from the Plan Commission written to the Dane County Board of Adjustment, which states its support of the variance.

MUST: Dane County Board of Adjustment handles the process at this point. Contact the Dane County Zoning office at 266.4266 to set up a meeting date and time.