



# VILLAGE OF WILLIAMS BAY

P.O. BOX 580  
WILLIAMS BAY, WI 53191  
[www.vi.williamsbay.wi.gov](http://www.vi.williamsbay.wi.gov)  
**Phone:** 262/245-2700

**Application for Annual Variance of the 12.5-Foot Setback for Annually Permitted Items as defined below on Geneva Lake within the oversight of the Village of Williams Bay and its Harbor Commission**

**(Requirements per Section 285-15 of the Code of Ordinances of the Village of Williams Bay)**

Applicant Name: \_\_\_\_\_ Tax Key # \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Street Address if not same as mailing: \_\_\_\_\_

Applicant Pier Number if known: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_

Mobile Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Item (s) for which filing the annual variance (lift, buoy, raft, ramp, etc.):

\_\_\_\_\_

State why you feel the Harbor Commission should grant an annual variance to the 12.5' setback. Use additional pages if needed. Consider factors in 12.16 (d)

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Attach a detailed map of the location of the piers and associated structures, identifying the item(s) for which a variance is requested, with relation to the property lines and the 12.5' setbacks. Be sure to identify your entire property and where both neighbors are in relationship to it.

The application fee of \$125.00 must accompany this application

Dated this \_\_\_\_\_ day of \_\_\_\_\_. 20 \_\_\_\_\_

Respectfully submitted,

Signature of the Applicant and owner of the property as described above:

\_\_\_\_\_

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**Record of Administrative Procedures for Village Use:** Date: \_\_\_\_\_ By: \_\_\_\_\_

Application form filed with the Village Clerk Date: \_\_\_\_\_ By: \_\_\_\_\_

Application fee of \$ \_\_\_\_\_ received by the Village Clerk

Date: \_\_\_\_\_ By: \_\_\_\_\_

Application submitted to the Harbor Commission Date: \_\_\_\_\_ By: \_\_\_\_\_

Notification of Neighboring Riparian Property Owners (within 200 feet)

Date: \_\_\_\_\_ By: \_\_\_\_\_

Class 1 legal notice sent to the official newspaper by the Village Clerk

Class 1 legal notice published on Date: \_\_\_\_\_ By: \_\_\_\_\_

Harbor Commission public hearing (within 30 days of a complete application being submitted to the Harbor Commission) Date: \_\_\_\_\_ By: \_\_\_\_\_

Review/Action by the Harbor Commission (the Harbor Commission will make its determination within 30 days after the hearing) Date: \_\_\_\_\_ By: \_\_\_\_\_