



City of Fitchburg
 Planning/Zoning Department
 5520 Lacy Road
 Fitchburg, WI 53711 (608-270-4200)

SMARTCODE ADMINISTRATIVE WAIVER APPLICATION

Location of Property:

Street Address: _____

Legal Description - (Metes & Bounds, or Lot No. And Plat): _____

Administrative Waiver Details:

1. Administrative Waiver Application shall be submitted concurrent with a SmartCode Rezoning Application, a Regulating Plan Application or Site/Building Plan Application.
2. All documentation, including maps, text, drawings and statistical data that the applicant wishes to be considered in support of their Waiver(s) should be submitted with this application.

Administrative Waiver Checklist:

- 1. Describe each specific Waiver requested, including citation of the provision from Chapter 23 SmartCode District, clearly noting what was required by the Code, what is proposed and the difference.
- 2. Describe why each Waiver is requested. Why can the current regulations not be met?
- 3. Describe any mitigation strategies to offset the effect of the relief requested.

The preceding information is considered to be the minimum information for submission, and the Zoning Administrator may require additional information for review.

Current Owner(s) of Property: _____

Address: _____ **Phone No.:** _____

Contact Person: _____ **E-mail:** _____

Address: _____ **Phone No.:** _____

Respectfully Submitted By: _____ **Date:** _____

Owner's or Authorized Agent's Signature

*(If multiple owners, application shall include statement of consent by all property owners)

PLEASE NOTE – Applicants shall be responsible for legal or outside consultant costs incurred by the City. It is the responsibility of the owner/applicant to insure compliance with all local and state requirements.

FOR CITY USE ONLY

Date Received: _____

Comments: _____
