

**MATERIALS AND DOCUMENTATION REQUIREMENTS  
FOR SUBMITTAL TO  
THE HALES CORNERS BOARD OF APPEALS**

REQUIRED SUBMITTAL FEES	*COMMERCIAL ZONING VARIANCE	\$300.00
	*RESIDENTIAL ZONING VARIANCE	\$150.00
	*SIGN CODE VARIANCE	\$250.00

The Submittal Fee, a completed Application Form and the required materials and documentation shall be submitted 20 days prior to the regularly scheduled meeting held on the 2<sup>nd</sup> Monday of every month (unless otherwise noticed).

Materials should be submitted in a reproducible 8½ x 11 or 8½ x 14 format. Included in these materials shall be sufficient information to clearly represent the request and to provide reasons as to why compliance with existing code requirements cannot be met.

The materials shall include:

- \*Survey or Site Plan showing project location
- \*Photographs of existing situation
- \*Proposed Building Plans or Sign rendering

Note: Depending on the complexity of the request the Building Inspector shall determine the adequacy of the submitted materials.

**EXPLANATION OF PROCESS**

Upon receipt of the proper application and materials, the applicant will be placed on the next available agenda. An official notice is placed in the recognized official newspaper (The Hales Corners Village Hub) and a notice of the request is sent to the applicant and all adjacent property owners to the subject site. Complete application packages are forwarded to the Board of Appeals members for their preview. At the hearing the applicant will be given the opportunity to present their request and the Board may allow interested parties to make statements in support of or against the request. The Board will then deliberate and render a decision.