



**VARIANCE  
 APPLICATION CHECKLIST**

**Applications will be processed only if all requested items are submitted**

**Prior to filing an application for a variance, the applicant shall request a meeting with city staff. The application shall include the following:**

- (1) Completed Application Form.
- (2) Evidence of ownership or an interest in the property.
- (3) Application fee to include the following:

Type	Fee
Variance	\$200
Notification Sign	\$200
Document Recording Escrow	\$50
Property Owners' List within 500' of subject property (City to generate, fee determined at pre-application meeting)	\$3 per address

- (4) Plot plan showing property lines, existing improvements, proposed improvements with setbacks, lot coverage, building height, etc.
- (5) Written description of variance request.
- (6) Written justification of how request complies with the findings for granting a variance (pursuant to Section 20-58) as follows:
  - a. Variances shall only be permitted when they are in harmony with the general purposes and intent of this Chapter and when the variances are consistent with the comprehensive plan.
  - b. When there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this Chapter. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
  - c. That the purpose of the variation is not based upon economic considerations alone.
  - d. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
  - e. The variance, if granted, will not alter the essential character of the locality.
  - f. Variances shall be granted for earth sheltered construction as defined in Minnesota Statutes Section 216C.06, subdivision 14, when in harmony with this Chapter.