



VARIANCE APPLICATION

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

VARIANCE REQUEST					
	FROM	TO		FROM	TO
Front Yard Setback	Ft	Ft	Floodplain Setback	Ft	Ft
Rear Yard Setback	Ft	Ft	Wetland Setback	Ft	Ft
Side Yard Setback	Ft	Ft	Shoreland Setback	Ft	Ft
Aggregate Side Yard	Ft	Ft	Other	Ft	Ft

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of variance applications. The following items must be submitted for a variance application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

Required Plans: one (1) electronic plan set of the following:

Application Fee	\$600 for Single-Household dwelling lot \$925 for All Other Proposals
Legal Description	A full legal description, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, existing and proposed driveways and utility lines, existing two-foot contours, grade elevations at lot and building corners, and lowest floor elevations.
Practical Difficulties Worksheet	The attached Practical Difficulties Worksheet must be completed.
Grading and Drainage Plan	A grading and drainage plan must be submitted and must include: <ul style="list-style-type: none"> • existing and proposed two-foot contours • location and size of proposed pipes and stormwater treatment areas • associated engineering calculations
Building Rendering	Building renderings must be submitted and must depict all elevations of the proposed addition and specify building materials.
Floor Plan	A floor plan must be submitted illustrating existing and proposed floor plan and must be to scale.
Written Statement	A written statement describing the variance, the intended use of the proposed structure, and how the request would meet the variance standard as outlined in city code must be submitted.
Other Items As Required	City staff may require that additional items be submitted for full review of a variance application.

PRACTICAL DIFFICULTIES WORKSHEET

By state law, variances may be granted from the standards of the city's zoning ordinance only if:

- 1) The proposed variance is in harmony with the general purpose and intent of the zoning ordinance;
- 2) The proposed variance is consistent with the comprehensive plan; and
- 3) An applicant establishes that there are practical difficulties in complying with the ordinance standard from which they are requesting a variance. Practical difficulties means:
 - The proposed use is reasonable;
 - The need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and
 - The proposed use would not alter the essential character of the surrounding area.

VARIANCE APPLICATIONS WILL NOT BE ACCEPTED IF THIS WORKSHEET IS NOT COMPLETE:

PRACTICAL DIFFICULTIES	
Describe why the proposed use is reasonable	
Describe: <ul style="list-style-type: none"> • circumstances unique to the property; • why the need for variance was not caused by the property owner; and • and why the need is not solely based on economic considerations. 	
Describe why the variance would not alter the essential character of the neighborhood	

PROCESS

- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).
- A property owner or their representative completes a variance application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the variance is being requested. These property owners are encouraged to comment on the requested Variance through the *MyMinnetonka* function on the city's website *minnetonkamn.gov*. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the variance request. The written report, which includes all "Neighborhood Feedback" responses, is forwarded to the applicant or their representative and the Planning Commission.
- The Planning Commission holds a public hearing on the Variance request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to approve, deny, or table the request.
- Any person aggrieved by a Planning Commission decision may appeal that decision to the City Council. Appeals must be made in writing to the Planning Division and within 10 days of the Planning Commission's decision.
- By state law, a final decision on a variance request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

APPROVAL

A variance may be granted from the literal provisions of the ordinance when strict enforcement of the ordinance would cause practical difficulties. Please see the Practical Difficulties Worksheet – Page 3 of this application packet.

If a variance is approved, it is generally approved subject to a several conditions; many of these conditions must be satisfied before a building permit will be issued.