



## Application for Variance

**FEE: \$400**      **Date Received** \_\_\_\_\_

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Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION:

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Street Address of Subject Property: \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_

Legal Description of Property (attach a separate document if needed):

\_\_\_\_\_

\_\_\_\_\_

Purpose of Variance: \_\_\_\_\_

\_\_\_\_\_

### VARIANCE APPROVAL

The City Council may allow a departure from the terms of the zoning ordinance pertaining to setbacks, height or width of structures or the size of yard and open spaces where such departure will still be in harmony with the general purpose and intent of the ordinance. A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For a variance to be granted, the applicant must satisfy a three-factor test for practical difficulties under state statute. **All** three factors must be satisfied to constitute practical difficulties. The factors are as follows:

1. That the property owner proposes to use the property in a reasonable manner but cannot do so under the rules of the ordinance.

**Explain how this applies to your request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. That the landowner's problem is due to circumstances unique to the property not caused by the landowner. There are uniquely exceptional circumstances or conditions applying to the land, structure or building in question that do not generally apply to other properties in the same zoning district i.e. sloping topography or other natural features.

**Explain how this applies to your request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. That if the variance is granted it will not alter the essential character of the locality meaning the structure will not be out of scale, out of place, or otherwise inconsistent with the surrounding area.

**Explain how this applies to your request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Economic considerations alone shall not constitute practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met. Additional conditions may be imposed to ensure compliance with the City Code and to protect adjacent properties.**

**APPLICATION FOR VARIANCE APPROVAL**

Applications for Variance Approval shall be on this form and shall include the established fee. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Planning Commission meeting. (Please see attached meeting schedule). The application shall contain twelve (12) copies (8.5"x11" or 11"x17") of exhibits, which will include the following information:

- Site Plan drawn at scale showing parcel, grading, landscaping and location of utilities, as applicable.
- Location of all buildings and their square footage.
- Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks.
- Landscaping and screening plans.
- Sanitary sewer and water plan with estimated use per day.
- Drainage and grading plan; indicate soil type.
- Any additional information reasonably required by the City Staff, Planning Commission or City Council.

**Review and Decision by the City Council.**

The City Council shall review the application after the Planning Commission has made its recommendation and will make a final determination to either approve or deny the application. In the granting of approval, the City Council may impose conditions regarding the location, character and other features of the proposed building, structure or use as it may deem necessary.

We, the undersigned, hereby certify that we have read, examined and understand this application and that the information submitted herein and attached hereto is true, accurate, and correctly states my intentions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions: Phone (320) 229-9424. Submit completed application to:**

St. Joseph Government Center  
75 Callaway St E  
St. Joseph, MN 56374