



City of Grant
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VARIANCE

Application Date:	
Fee: \$400	Escrow: \$3,000

According to the City of Grant's Zoning Ordinance, a variance "is a modification or variation of the strict provisions of this Ordinance as applied to a specific piece of property in order to provide relief for a property owner because of undue hardship or practical difficulty imposed upon the property by this Ordinance. A variance shall normally be limited to height, bulk, density, and yard requirements." Variances may be granted in cases of exceptional circumstances, when the strict enforcement of the Ordinance would cause a practical difficulty or inability to reasonably use a property.

PARCEL IDENTIFICATION NO (PIN):		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State, Zip: Phone: Email:	APPLICANT <i>(if different from Owner)</i> : Name: Address: City, State, Zip: Phone: Email:
BRIEF DESCRIPTION OF REQUEST:		
APPLICABLE ZONING CODE SECTION(S): Please review the referenced code sections for a detailed description of required submittal documents, and subsequent process. - Chapter 32, Sec. 32-60. Variances, other Sections per request.		

Required Signatures

*** Note: All parties with a fee interest in the real estate must sign this application before the City will review for completion! ***

Applicant

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Fee Title Property Owner

(If different from Applicant)

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Checklist:

Please review the attached checklist. Minnesota State Statute 15.99 provides the City of Grant 15 business days to determine the application’s completeness. Completeness depends on whether or not the applicable checklist items are fulfilled and submitted with your application.

Review Deadline and Timeline:

All applications must be received by the deadlines as posted on the City’s website. Failure to submit by the date shown may result in a delay in the scheduling of the application for public hearing. Meeting the deadline does not guarantee that an application will be heard at the next meeting. To improve likelihood of appearing on an agenda, it is recommended that applications be submitted earlier than deadline.

According to Minnesota State Statute 15.99 a Variance has a Statutory review period of 60 days, with the City’s ability (which includes city staff and consultants) to extend the review for an additional 60 days if necessary due to insufficient information, directive to provide additional information, the tabling or postponement of an application, lack of quorum, or schedules.

Application for Planning Consideration Fee Statement:

(Please read carefully and understand your responsibilities associated with this land use application)

The City of Grant has set forth a fee schedule by City Ordinance as posted on the City’s website. The City of Grant utilizes consulting firms to assist in the review of projects. The consultant and city rates are available upon request. By signing this form, the Applicant accepts sole responsibility for any and all fees associated with the land use application from the plan review stage; the construction monitoring stage; and all the way to the release of any financial guarantees for an approved project. In the event the Applicant fails to make payment of all fees associated with the project, the City of Grant will assess any unpaid or delinquent fees related to this application or project against the subject property. If a project is denied by the City Council or withdrawn by the Applicant, the fees associated for the project until such denial or withdrawal, remain the Applicant’s responsibility.

I/WE UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

Applicant

Fee Title Property Owner
(If different from Applicant)

Signature

Signature

Printed Name

Printed Name

Date

Date

Variance Permit Checklist

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City.

COPIES: One (1) full electronic submission; Two (2) 11x17 half scale scalable plan sets.

- Site Plan:** Technical drawing demonstrating existing conditions and proposed changes.
All plans must be to-scale, scalable, and include a north arrow.
 - Property dimensions
 - Area in acres and square feet
 - Setbacks (Front, Side, Rear)
 - Location of proposed buildings (including footprint, and dimensions to lot lines)
 - Location of current and proposed curb cuts, driveways and access roads
 - Sanitary sewer (septic) and water utility plans to accommodate use
 - Location of wetlands and other natural features
 - Existing and proposed parking (if applicable)
 - Off-street loading areas (if applicable)
 - Existing and proposed sidewalks and trails (if applicable)

 - Architectural/Building Plan (if applicable):** All plans must be to-scale, scalable, and include a north arrow.
 - Location of proposed buildings and their size including dimensions and total square footage
 - Proposed floor plans
 - Proposed elevations
 - Description of building use

 - Landscape Plan (if applicable):** All plans must be to-scale, scalable, and include a north arrow.
 - Landscape plan identifying species and size of trees and shrubs
 - Screening plan

 - Statement acknowledging that you have contacted the other governmental agencies such as watershed districts, Washington County departments, State agencies, or other that may have authority over your property for approvals and necessary permits.

 - Written Narrative:** Describe your request and the practical difficulties that are present on the site and why a Variance is sought. See attached guidance on Practical Difficulty.

 - Paid Application Fee: \$400

 - Paid Escrow*: \$3,000 *Any remaining funds, after expenses, are returned to the Applicant. Expenses incurred over \$3,000 will be billed to the Applicant.
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Materials that may be required upon request:

- Survey of the Property: An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and either Full Scale, or Half Scale (11"x17") as requested by the Zoning Administrator.

 - Full scale plans at a scale not smaller than 1"=100'

 - Sanitary and stormwater plans.** Sanitary and/or stormwater plans may be requested depending on the proposal of the Variance.

 - Wetland Delineation.** If the proposed Variance is near a potential wetland boundary or setback, delineation may be required to fully evaluate and approve, or deny, the Variance.
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What is a Practical Difficulty?

“Practical Difficulty” as used in connection with the granting of a Variance means:

- The proposed use of the property and associated structures in question cannot be established under the conditions allowed by the Zoning Ordinance or its amendments and no other reasonable alternate use exists.
- The plight of the landowner must be due to physical conditions unique to the land, structures, or buildings in the same zoning district.
- These unique conditions of the site cannot be caused or accepted by the landowner after the effective date of the Zoning Ordinance or its amendments.
- Economic considerations alone shall not constitute a hardship.

City of Grant Zoning Ordinance (Chapter 32, Sec. 32-60)

The Variance, if granted, shall not alter the essential character of the locality.

Those applying for a Variance must describe the specific circumstances which would constitute a practical difficulty. The application must include a written narrative that describes the Variance request and addresses the three factors - reasonable use, unique circumstances, and essential character of the locality - of practical difficulty.

Circumstances which normally constitute a practical difficulty relate to lot size, setbacks, steep slopes and wetlands but cannot be created by the landowner. It is incumbent upon the applicant to explain the case for a practical difficulty, which will form the basis for granting or denying the Variance request.

Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the Applicant, the public, city staff and its consultants and/or its own members. It may question the Applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application.