



APP # _____
Date _____
Fee _____
(for office use only)

City of Crosby
VARIANCE APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____ Local Phone _____

Mailing Address _____ Email _____
(if different than above)

City, State, Zip _____

Applicant is: _____ Title Holder of Property (*if other than applicant*)

Legal Owner () _____

Contract Buyer () _____ (Name)

Option Holder () _____

Agent () _____ (Address)

Other _____

(City, State, Zip)

Signature of Owner, authorizing application (*required*) _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (*if different than owner*): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) _____

Zoning District _____

What are you proposing for the property? State nature of request in detail: _____

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

The applicant should be prepared at the public hearing to explain the practical difficulty in complying with the ordinance for the proposed variance. Practical Difficulties is described as: The property owner proposed to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. Please complete all of the following questions:

(1) What are the practical difficulties, or unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

(2) Are the conditions upon which the petition for a variation based unique to the parcel of land for which the variance is sought? If so, were the conditions created by the landowner?

(3) If the variance is granted, will it alter the essential character of the locality? Explain.

(4) Is the variance request in harmony with the general purposed and intent of the Ordinance?

(5) Does the need for a variance involve more than economic considerations? Explain.

(6) Is the variance request consistent with the Comprehensive Plan?

(7) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

(8) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

(9) Describe the impact on the character of the neighborhood in which the property is located.

(10) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

(11) Discuss any environmental limitations of the site or area.

(12) Please include any other comments pertinent to this request.

City of Crosby
VARIANCE CHECKLIST

- _____ Completed application, including signature of property owner
- _____ Fee
- _____ Site plan (11”x 17” maximum size, 8.5” x 11” preferred)
- _____ Sewer Compliance Inspection Report (if SSTS)
- _____ All current City charges paid
- _____ No outstanding violations
- _____ Site plan as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator) *:
 - _____ Legal Description of Site
 - _____ Size of parcel and dimensions
 - _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
 - _____ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks
 - _____ Proposed landscaping, screening and drainage plans (required)
 - _____ Location of the subject property (a copy of the tax map can be used)
 - _____ Name of record owner/title holder of property
 - _____ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
 - _____ Approximate location of any proposed signs

** Under certain circumstances, the Board of Adjustment may require a professionally prepared property survey, stormwater management plan, and/ or landscaping plan.*

CONTACT INFORMATION

Planning and Zoning Administrator:

Mitch Hinnenkamp

Office: 218-541-5512

PO Box 219

Staples, MN 56479

Email: planning@cityofcrosby.com

VARIANCE APPLICATION

Please read the variance application in its entirety before submitting the application. Applications must be submitted 30 days before the Board of Adjustment meeting. The full land use ordinance is available at City Hall.

WHAT IS A VARIANCE?

A variance is a legally permitted deviation from the provisions of the ordinance as deemed necessary by the Board of Adjustment when there are a “practical difficulties” in complying with the official control. The deviation from the Ordinance, with any attached conditions, must still be in keeping with the spirit and intent of the Ordinance. Variances cannot be given to create a land use that is not permitted in a zone.

The Board of Adjustment must consider the following when evaluating a variance application:

1. Is the variance request in harmony with the purposes and intent of the Land Use Ordinance?
2. Is the variance consistent with the Comprehensive Plan?
3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?
4. Is the need for a variance due to circumstances unique to the property and not created by the property owner?
5. Will the issuance of a variance maintain the essential character of the locality?
6. Does the need for a variance involve more than economic considerations?

APPLICATION:

- A. Applicant shall complete Variance Application provided by Zoning Administrator and submit to City Hall **30 days** prior to scheduling public hearing.
- B. Application shall be accompanied by a site plan drawing complete with, as a minimum, the information from Variance Checklist.
- C. Application shall be accompanied by application fee made payable to City of Crosby. **This fee does not cover the Land Use Permit, which must be filed separately, if necessary.**
- D. The Board of Adjustment holds their monthly meeting on the third Monday of the month at 6:00 PM at City Hall. Meetings are held as needed, so coordinate with the Zoning Administrator for placement on the agenda.

REVIEW:

- A. The Zoning Administrator reviews the application for completeness and assigns a reference number to the application, plans, and any other attachments. The applicant will be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Variance Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Board of Adjustment's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall and at www.cityofcrosby.com typically one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Board of Adjustment shall hold a public hearing on the variance application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Board of Adjustment shall decide on the application. The application can be approved, denied, or tabled in order to gather additional information.
- C. Appeals of the Board of Adjustment decision are made to the City Council.

