



320 SOUTH OAK STREET
SAUK CENTRE, MN 56378
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only

LUR Number

Permit Fee Paid

Date Received

VARIANCE REQUEST APPLICATION

A variance granted but not used shall become void 1 year after its effective date.

Please Type or Print Neatly. Attach additional sheets if necessary.

Name of Applicant _____

Address _____

City, State, Zip _____

Phone _____ Alternate Phone _____

Physical Address/Location of Property _____

Legal Description of Property: (Please Attach Metes & Bounds Description)

Parcel ID Number _____ Zoning District _____

Applicant is:

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other _____

Title Holder of Property (if different than applicant):

Name _____

Address _____

City, State, Zip _____

State the nature of your request in detail. What are you proposing for your property?

Signature of Owner, authorizing application _____

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) _____

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

APPLICANTS, PLEASE NOTE: Pursuant to the City of Sauk Centre Zoning Ordinance, the applicant should be prepared to explain the unique situation on the property that requires the proposed variance. The Zoning Ordinance defines a undue hardship as follows: "The property in question cannot be put to a reasonable use if used under the conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to the property that are not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of this chapter."

The Planning Commission will review or take action on this request on ____/____/____.
(Applicant or authorized agent must be present at the Planning Commission Meeting).

The City Council will review or take action on this request on ____/____/____.

The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:

Section _____ Section _____ Section _____

1. What are the unique circumstances of the property (parcel size, shape, topography, or other characteristics not created by the landowner) that make strict interpretation of the Ordinance impractical?

2. Do any of the unique circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)? _____

3. How is granting the variance consistent with the intent of the City of Sauk Centre Zoning Ordinance?

4. How will **reasonable** use of the property be deprived if the variance is not granted?

5. State your reasons for believing that a strict enforcement of the provisions of City Code would cause practical difficulties in complying with the official control. "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 manor 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 the locality.

6. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated:

7. Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

8. Discuss any environmental limitations of the site or the area that limit building in other areas.

9. What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **25 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- _____ 1. This application must be completed, including responses to all parts of this application.
- _____ 2. The required fee must be paid. See Fee Schedule for details.
- _____ 3. A survey with the following information, unless waived by the Zoning Administrator.
 - Legal description of the property and site address
 - Lot dimensions
 - North Point and Graphic Scale
 - All adjacent streets, easements and alleys
 - Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
 - Identification of all setback dimensions from property lines
 - Scaled location of all existing and proposed utilities and easements
 - Scaled description of floor plans for each story
 - Scaled description of each building elevation, exterior building materials and color schemes
 - Scaled site grading plan, including erosion and sedimentation control measures and procedures
 - Scaled delineations of any shoreland, flood plain or wetland areas on the site
 - Identification of any flood plain or wetland encroachments and detailed mitigation plans
 - Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.
- _____ 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
- _____ 5. Detailed description of any site fencing, including type, location and height
- _____ 6. Any additional written or graphic data reasonably required by the Administrator or the Planning Commission.