



Application Date:	
Fee: \$250	Escrow: NONE

VARIANCE (ADMINISTRATIVE)

The City Council may allow a departure from the terms of the zoning regulations pertaining to height or width of structures or the size of yard or open space where such departure will not be contrary to the public interest, and where the departure is due to circumstances unique to the property because of its size, shape, or topography not created by the property owner.

Variances may be granted by the Community Development Director for the placement of individual single- or two-family dwellings or their accessory structures when the amount of the variance does not exceed a five (5) foot deviation from the minimum requirements and when the applicant submits a Variance Request Supplement form signed by all landowners within 100 feet of the subject property, each signer supporting the variance request.

PARCEL IDENTIFICATION NO (PIN):		COMP PLAN FUTURE LAND USE:
LEGAL DESCRIPTION:		ZONING DISTRICT:
		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: E-Mail:	APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
1. 25-13 Procedure for Variances to the Zoning Ordinance		

Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made prior to staff reviewing the variance request. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan: A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following: <ul style="list-style-type: none"> ▪ Property dimensions ▪ Grading plan ▪ Landscaping, including location of significant trees and/or woodlands ▪ Location of utilities ▪ Location of existing and proposed buildings (including total square footage, footprint and dimensions to lot lines) ▪ Location of existing and proposed curb cuts, driveways and access roads ▪ Existing and proposed parking, off-street loading areas (if applicable)

Application for: **VARIANCE (ADMINISTRATIVE)**
City of Oakdale

		<ul style="list-style-type: none"> ▪ Easements (if applicable) ▪ Sidewalks and trails <p>COPIES: 6 copies 11" x 17" or 8 1/2" x 11" format</p>
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses and signatures of ALL owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	Variance application form completed
<input type="checkbox"/>	<input type="checkbox"/>	Variance Request Supplement from signed by all the landowners within 100 feet of the subject property, each signer supporting the variance request.
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$250

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	Survey of the property: A certified land survey is required if the variance extends within five (5) feet of the property line. An official survey, by a licensed surveyor, must be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 1/2" x 11" format.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	Any other information which may be deemed necessary to make proper decision.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Owner (if different than applicant)

Date



Mailing labels with names and address of property owner within 500 feet.

The City requires a certified abstractor's listing or a listing from Washington County of property owners within 500 feet of the property of which you are requesting a planning permit. This listing is required for your application to be considered complete.

To purchase the listing from Washington County:

Mailing Address:	Washington County Surveyors Office P.O. Box 6 Stillwater, MN 55082
Phone #:	651-430-6875
E-mail:	surveyor@co.washington.mn.us