



# APPLICATION FOR VARIANCE

\* City Review will cease if costs exceed deposit and deposit is not replenished.

Date: \_\_\_\_\_ Fee: \$250.00 + \$300.00 Deposit\* Zoning: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Status of Applicant: Owner \_\_\_\_\_ Lease Holder \_\_\_\_\_ Other \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Street Address (subject property): \_\_\_\_\_

Description of Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Variance may be considered to allow adjustment to the literal provisions of the zoning chapter in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration.

“Undue hardship” means that the property cannot be put to a reasonable use if the conditions of the zoning ordinances are followed, that the property owner’s particular circumstances are unique and not self-created, and that granting a variance will not alter the essential character of the locality or neighborhood. Economic hardship alone will not constitute undue hardship.

Minnesota Statutes and City Code require that a variance meet all of the following standards:

- (1) The variance is in harmony with the purposes and intent of the zoning chapter of this code;
- (2) The variance is consistent with the comprehensive plan; and
- (3) The proposal puts the property to use in a reasonable manner; and
- (4) There are unique circumstances to the property not created by the landowner; and
- (5) The variance if granted, will not alter the essential character of the locality; and

Variances will not be granted to allow a use that is otherwise not a permitted use in the zoning district in which the subject property is located.

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

\*By paying the above stated fee, I understand that I am paying the costs of processing this request even though the outcome of Council’s action may be denial of the request.

## **APPLICANTS, PLEASE NOTE:**

All developers or property owners must submit the following information to the City of Centerville at least ten days prior to consideration by the Planning and Zoning Commission. The application will require a public hearing which will be approximately thirty days after initial review by Planning and Zoning and their decision will be considered by the City Council who makes the final determination. The process to get a decision for approval or denial will generally take 45-60 days from filing a complete application.

1. Complete the application for the specific request and pay the fee.
2. Submit a complete survey and site plans (including measurements, dimensions), showing lot lines and building footprint, driveways, sidewalks, curb cuts, ingress, egress, etc. on the property and its relation to adjacent properties.
3. Explanation of materials that will be used and plans for screening, landscaping, fencing and dumpster enclosures.
4. Drawings of completed buildings, if appropriate to the variance, and materials used.
5. Storm water retention and drainage plans if applicable. The Rice Creek Watershed District and/or other water management organizations may need to be notified of the project.
6. A letter explaining in detail how variance request meets **all of the five standards** listed above.