

**VARIANCE PERMIT APPLICATION**

	For Office Use Only
	PERMIT FEE \$400.00 & Survey
	DATE RCVD.
	TOTAL PAID \$

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ADDRESS FOR VARIANCE USE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY:

PARCEL NUMBER: \_\_\_\_\_ ZONING: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ADDITION: \_\_\_\_\_

VARIANCE IS BEING REQUESTED FOR THE FOLLOWING REASON(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The City Council shall not approve any variance request unless they find failure to grant the variance will result in undue hardship on the applicant, and, as may be applicable, the following criteria have been met:**

- A. Physical Characteristics. That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
- B. Unique to Parcel. That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.
- C. Purely Financial. That the purpose of the variance is not based exclusively upon a financial hardship, or a desire to increase the value or income potential of the parcel of land.
- D. Self-Created. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons having an interest in the parcel of land and is not a self-created hardship.
- E. Public Welfare. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.
- F. Nuisance Avoided. That the proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestion of the public streets, increase the danger of fire, or endanger the public safety.

**ADDITIONAL INFORMATION ON REVERSE**

- G. Minimum Action. That the requested variance is the minimum action required to eliminate the hardship.
- H. Use Variance. That the requested variance does not involve a use that is not allowed within the respective zoning district.

**Conditions may be imposed in the granting of a variance to ensure compliance with and to protect adjacent properties and the Public interest.**

**Variations will be decided with consideration of the following:**

The following information (if applicable) is required with the application:

- \_\_\_\_\_ Site plan (drawn to scale) showing parcel and proposed project dimensions.
- \_\_\_\_\_ The lot and building staked out on the property.
- \_\_\_\_\_ Location of all structures and their square footages.
- \_\_\_\_\_ Location of curb cuts, driveways, parking, access roads, easements, shoreland, wetlands, etc.
- \_\_\_\_\_ Landscaping and screening plans.
- \_\_\_\_\_ Drainage plans.

I hereby certify that I have read and examined this application and supporting documents and know the same to be true and correct. I have identified all property boundaries, easements, and/or wetlands existing on the property on my site plan(s) and application. The undersigned further agrees that the City and its administrative staff relied on the accurateness of the application, plans and specifications relative to this request and hold the City of Osakis harmless from all liability arising from the granting of a conditional use permit.

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

Date: \_\_\_\_\_

**APPROVAL OF THIS VARIANCE PERMIT DOES ALLOW YOU TO PROCEED WITH YOUR PROJECT. YOU WILL NEED TO FILL OUT A BUILDING PERMIT APPLICATION. THE PLANNING & ZONING WILL REVIEW AND RECOMMEND TO THE CITY COUNCIL FOR FINAL APPROVAL. DO NOT PROCEED WITH YOUR PROJECT UNTIL ALL PERMITS HAVE BEEN APPROVED!**