



# VARIANCE APPLICATION CHECKLIST

Planning Department | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

A variance is a legally permitted exception from the zoning requirements that is granted by the City Council when an applicant establishes there are practical difficulties in complying with the ordinance. By state law, a variance may only be granted if:

1. The proposed variance is found to be in harmony with the general purposes and intent of the zoning ordinance; and
2. The proposed variance is consistent with the Comprehensive Plan.
3. An applicant establishes there are practical difficulties in complying with the zoning ordinance. Practical difficulty means:
  - The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; and
  - 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.

Variations cannot be granted for a use that is not permitted in a particular zoning district, nor can they be granted because of mere convenience or economic considerations.

## SUBMITTAL REQUIREMENTS

The following information is required for all variance applications:

1. Application form and fee.
2. Escrow deposit and Review Costs Agreement signed and notarized, as required by Planning Department.
3. Certificate of Survey prepared by a licensed surveyor that includes the following:
  - Address and legal description of property
  - Scale of plan (engineer scale only at 1" = 50' or less)
  - North arrow
  - Lot dimensions and lot area
  - Platted and recorded easements
  - Existing and proposed structures with dimensions shown
  - Adjacent buildings located within 100 feet of the exterior boundaries of the property
  - Required and proposed setbacks from all property lines
  - Sidewalks and trails
  - Existing and proposed driveways, parking spaces, drive aisles, and loading spaces if applicable
  - Utility lines
  - Waterways and delineated wetlands or statement that no wetlands exist

4. Other plans and information as required by the Zoning Administrator including, but not limited to:
  - Architectural elevations of all principal and accessory building(s)
  - Type, location, and size (area and height) of all proposed signage
  - Sound source control plan
  - Lighting plan
  - Typical floor plan drawn to scale with a summary of square footage for each use or activity
5. Narrative that fully describes the proposed project.

## REVIEW PROCESS

1. Applicant submits application form, fee, and variance submittal requirements by the deadlines in the Land Use Submittal Deadline Handout. Applicant is notified within 15 calendar days if their submittal is considered complete. Incomplete applications will not be reviewed.
2. Complete applications are reviewed by the Development Review Committee (DRC). The DRC includes staff from Planning, Building, Engineering, Public Works, Fire, and Police. The DRC provides interdepartmental review comments on the proposed application. Review comments are provided to the applicant to be addressed and may be included as conditions of approval.
3. State law requires notice of the public hearing to be published in the newspaper ten days before the public hearing date and mailed to property owners within 350 feet of the subject property.
4. Planning staff report prepares a memo recommending either approval, approval with modifications, or denial. The memo and supporting documents are forwarded to Planning Commission at least 3 days prior to meeting, and a copy is emailed to the applicant. Applicants are encouraged to attend the public meetings to answer questions.
5. The City Council either approves or denies the application and adopts the findings of fact and appropriate resolution. If approved, the Council resolution may include conditions of approval as deemed necessary to protect the public interest.

## NOTES TO APPLICANT

1. Planning Commission meetings are held on Thursdays following the City Council meetings. City Council meets on the first and third Mondays of each month. All meetings start at 7:00 p.m. in the Council Chambers at City Hall.
2. Approval of a variance does not constitute permission to begin construction, and a separate building permit is required.
3. If construction has not taken place within one year of the approval date, the variance shall be considered void unless a written request for an extension is granted by the City Council. The extension request must be submitted in writing to the Planning Department at least 30 days prior to variance expiration and must include facts showing a good faith effort was done to complete work permitted under the original approval.



# VARIANCE APPLICATION

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## PROPERTY INFORMATION

Site Address:	
Property Identification Number(s):	
Legal Description:	
Total Acreage:	Flood Zone:
Future Land Use Designation:	Zoning:

## PROPERTY FEE OWNER INFORMATION

Property Fee Owner(s):		
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	

## APPLICANT INFORMATION

Applicant:		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Office Phone:	
Cell Phone:	Email:	

## ENGINEER INFORMATION

Company Name:		
Mailing Address:		
City:	State:	Zip:
Contact Person:	Office Phone:	
Cell Phone:	Email:	

## SURVEYOR INFORMATION

Company Name:		
Mailing Address:		
Contact Person:	State:	Zip:
Cell Phone:	Email:	

## VARIANCE REQUEST

Provide a detailed description of the variance(s) being requested:

Describe the unique property circumstances which exist that necessitate the request for a variance:

In your opinion, do you propose to use the property in a reasonable manner not permitted by the zoning ordinance?

Explain how the variance request is due to unique circumstances not created by the property owner:

In your opinion, if the variance is granted, will it alter the essential character of the locality:

In your opinion, is the variance consistent with the comprehensive plan?

## ACKNOWLEDGEMENT OF RESPONSIBILITY

By signing below, I certify that I am responsible for complying with all City Code requirements and the laws of the State of Minnesota with regard to this request. I certify the information I have supplied is true and correct to the best of my knowledge and my application submittal is complete. I further understand that additional information may be required for analysis of this request and I agree that any additional costs incurred by the City will be my responsibility.

**Applicant Signature(s):**

**Date:**

**Property Owner Signature(s):**

**Date:**

### NOTES

### FEES

	<b>Application Fee \$450.00</b>	
	<b>Escrow Deposit*:</b>	
	<b>Total Amount Due:</b>	

\*A Review Escrow Deposit Agreement may be required to reimburse costs the City for additional costs incurred by the City during the review process. The agreement must be executed and submitted for your application to be considered complete.

### FOR CITY USE ONLY

PROJECT NUMBER:	
DATE APPLICATION & FEE RECEIVED:	
60-DAY REVIEW DATE:	
PLANNING COMMISSION MEETING DATE:	
CITY COUNCIL MEETING DATE:	
COUNCIL RESOLUTION NUMBER:	