



**Environmental & Economic
Development Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300 (651) 249-2319 fax
www.MaplewoodMN.gov

Fee: \$1,385

VARIANCE, APPEALS OR SPECIAL AGREEMENT APPLICATION

Type of request: Zoning Code Variance Wetland Setback Variance Interpretation of Code
(check) Building Code Appeal Special Council Agreement

Address of site: _____

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

Legal description of site:
Acreeage of site:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

Revised 07/2016

FILING REQUIREMENTS

You must provide all of the following items with your application:

- For a Zoning Code Variance:
 - Sixteen copies of an 11" x 17" or larger site plan drawn to scale showing your lot lines, the location of existing and proposed buildings. Show all dimensions and any existing easements. Please include one copy of an 8 ½" by 11" plan. Also include an Adobe.pdf file of all project plans (in 8 ½" by 11" size).
 - A list of property owners and their addresses for your property and for all properties within 500 feet. The City can provide this list upon request.
 - State law requires that variances shall only be permitted when they are found to be:
 - In harmony with the general purposes and intent of the official control;
 - Consistent with the comprehensive plan;
 - When there are practical difficulties in complying with the official control. "Practical difficulties" means that the property owner proposes to use the property in a reasonable manner 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.
 - **Include a separate statement showing how you would meet these findings. Include electronic copies of written project statements or narratives.**
- For a Wetland Setback Variance:
 - A wetland delineation report prepared by a trained and certified wetland person.
 - The edge of the wetland and the proposed setbacks shall be shown on a certificate of survey and site plan.
 - A list of property owners and their addresses for your property and for all properties within 500 feet. The city can provide this list upon request.
 - State law requires that variances shall only be permitted when they are found to be:
 - In harmony with the general purposes and intent of the official control;
 - Consistent with the comprehensive plan;
 - When there are practical difficulties in complying with the official control. "Practical difficulties" means the property owner proposes to use the property in a reasonable manner 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.

- **Include a separate statement showing how you would meet these findings. Include electronic copies of written project statements or narratives.**
- For Interpretation of Code:
 - Written justification for your appeal. Outline facts where you believe the administrative official erred in interpreting the code.
- For Building Code Appeal:
 - Written justification for your appeal.
 - Testing results which indicate that your proposal is equivalent or better than the code requirement.
 - Six plans indicating the method of application to the particular job.
- For a Special Council Agreement (for building):
 - Fourteen copies of an 11" X 17" or larger site plan drawn to scale showing your lot lines, the location of existing and proposed buildings. Show all dimensions and any existing easements. Please include an additional 8½" X 11" plan.
 - A written statement explaining why the City Council should approve a special agreement with you.
- An application fee of \$1,385 is required. In addition, variance applications must include an additional \$46 to pay the County for recording a City resolution. Make check to the City of Maplewood. **The application fee is nonrefundable.** The recording fee is refundable if the City denies your application.

NOTES

Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.

PROCEDURE

- Return this application to: Environmental and Economic Development Department
1902 County Road B East
Maplewood, MN 55109
- The Environmental and Economic Development Director will schedule a public hearing with the Planning Commission.
- The Planning Commission will make a recommendation to the City Council.
- The Director will schedule a public meeting with the City Council. The City Council will then make a decision.

- Once the City considers your application(s) complete, the City's review of and Council's action on your application(s) will take 60 to 120 days.
- City staff will notify you of all meetings.