

Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



**City of Prior Lake  
APPLICATION FOR VARIANCE TO  
THE PROVISIONS OF THE ZONING ORDINANCE**

| <b>Requested Action</b> | <b>Brief description of proposed project</b><br>(Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary). |
|-------------------------|--|
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|---|
| <b>Applicant:</b> _____                                   |
| <b>Address:</b> _____                                     |
| <b>Telephone:</b> _____ (phone) _____ (work) _____ (cell) |
| <b>Email Address:</b> _____                               |

|   |
|---|
| <b>Property Owners</b> (if different than applicant):   |
| <b>Address:</b> _____   |
| <b>Telephone:</b> _____ (phone) _____ (cell)  |
| <b>Email Address:</b> _____   |
| <b>Type of Ownership:</b> <input type="checkbox"/> Fee <input type="checkbox"/> Contract for Deed <input type="checkbox"/> Purchase Agreement |

|  |
|--|
| <b>Legal Description of Property</b> (Attach additional pages if necessary): |
|  |
| <b>PID of Property:</b> _____  |
| <b>Address of Property:</b> _____  |

**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

\_\_\_\_\_  
**Applicant's Signature** **Date**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

# PROCEDURE FOR AN APPLICATION FOR A VARIANCE TO THE PROVISIONS OF THE ZONING ORDINANCE

**Overview:** When a person wishes to maintain/build/construct a structure in a manner that does not comply with the requirements of the City's Zoning Ordinance, a variance is required. Specific requirements for property in each Zoning Use District are contained in the Zoning Ordinance. Section 1108.400 of the Code sets forth the procedure and requirements for the review of variance requests. The Code is available for review from the City's Community Development Department.

**Pre-Application Procedure:** Prior to submitting an application for a variance, applicants are encouraged to meet with the Community Development Staff to discuss the following:

- Zoning requirements that apply to the property.
- Preliminary development or building plans for the property.
- The specific criteria of the Zoning Ordinance applicable to the development or building plan.
- Alternatives to the proposed development.
- Variance procedures.

If a decision is made to proceed after the advisory meeting or meetings, a formal application is made.

**Process:** Within ten (10) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. Within 30 days of receipt of a complete application, the Community Development Department will schedule a public hearing for review by the Board of Adjustment (Planning Commission). The Board of Adjustment must approve or deny the application within 120 days of receipt of a complete application.

**Timing:** Public hearings are scheduled for the Board of Adjustment on the 2nd and 4th Mondays of each month. Complete applications must be submitted to the Community Development Department at least thirty (30) days prior to the scheduled meeting to allow publication of hearing notice. The Community Development Department will publish notices in the *Prior Lake American* and notify the applicant and other affected property owners of the date and time the proposal will be heard by the Planning Commission.

**Staff Report:** The Community Development Department will prepare a staff report which: 1) explains the request; 2) reviews the criteria for granting variances as contained in the Zoning Ordinance; and 3) provides a recommendation.

**Hearing:** A public hearing will be held by the Board of Adjustment (Planning Commission). The Commission will review the staff report and hear from the applicant. Public testimony on the request will also be taken. The Board of Adjustment, after reviewing all of the information, will make a decision and may grant a variance from the strict application of the Zoning Ordinance provided that:

- (1) There are practical difficulties in complying with the strict terms of the Ordinance. "Practical difficulties," as used in connection with the granting of a Variance, means the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance. Economic considerations alone do not constitute practical difficulties.

- (2) The granting of the Variance is in harmony with the general purposes and intent of the City Subdivision and Zoning Ordinances and the Comprehensive Plan.
- (3) The practical difficulty is due to circumstances unique to the property not resulting from actions of the owners of the property and is not a mere convenience to the property owner and applicant.
- (4) The granting of the variance will not alter the essential character of the neighborhood or be detrimental to the health and safety of the public welfare.
- (5) The granting of the Variance will not result in allowing any use of the property that is not permitted in the zoning district where the subject property is located.

Applicants are invited to use the overhead projector provided, and the exhibits prepared by City Staff. Any additional exhibits submitted by the applicant (at the hearing or prior to the hearing) such as photographs, petitions, etc. must be entered into the public record and submitted to the Community Development Department for the file.

**Appeal:** The decision of the Board of Adjustment may be appealed to the City Council by submitting a letter to the City requesting an appeal within 5 business days of the Board of Adjustment hearing. The applicant, property owner or any affected owner or property within 350 feet of the site may appeal the decision of the Board of Adjustment. Appeals are considered by the City Council following a public hearing before the Council. Upon receipt of an appeal, the Community Development staff will schedule a public hearing, publish notice of the hearing in the *Prior Lake American*, and notify owners of property within 350 feet of the site.

**Recording:** If the variance or variances are approved, the City will record a copy of the certified resolution at the Scott County Recorder's Office. The applicant must receive a building permit within one (1) year from the date of approval or the variance becomes null and void.

## APPLICATION INSTRUCTIONS

***No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.***

- **Application Fee:** Check payable to the "City of Prior Lake". The filing fee is \$505.00 for all properties.
- **Signed Application:** A completed application form signed by the owner or owners of the property. Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

# VARIANCE APPLICATION CHECKLIST

**PROPERTY ADDRESS:** \_\_\_\_\_  
**DEVELOPER:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|                       |
|-----------------------|
| <b>FILE NUMBER</b>    |
| <b>DATE SUBMITTED</b> |
| <b>REVIEWED BY</b>    |

For City Use Only

| REQUIRED INFORMATION  | LOCATION   | VERIFIED (for City use only)  |
|---|--|---|
| The following data is required as part of a variance application according to the City of Prior Lake Zoning Ordinance.  | Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report. | Reviewed by city staff to ensure required materials were submitted. |
| <b>Application (Zoning Ordinance Section 1108.400)</b>  |  |   |
| 1. A complete Application Form, signed by the applicant and the fee owner of the property.  |  |   |
| 2. A radius map, a list and 2 sets of labels of the names and addresses of the owners of property located within 350' of the subject site. These shall be obtained from, and certified, by an abstract company.   |  |   |
| 3. The required filing fee of \$505.00 for all properties.  |  |   |
| 4. A certificate of survey of the property showing the existing and proposed development in relation to: <ul style="list-style-type: none"> <li>• Property lines</li> <li>• Structures, both existing and proposed</li> <li>• Topography</li> <li>• Easements</li> <li>• Ordinary High Water Mark and bluff setbacks, where applicable.</li> <li>• Impervious surface calculations and lot coverage calculations.</li> <li>• Setbacks for structures on adjacent lots, where setback averaging applies</li> </ul> |  |   |
| 5. If the survey is larger than 11" by 17", five (5) full-scale copies of the survey and supporting data and one 11"X 17" reduction of each sheet must be provided. A digital copy of the survey must be submitted via email (less than 10MB), Dropbox, weblink to FTP site, or disk drive.   |  |   |
| 6. <b>One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1-2 and 4-5 as listed above) to:</b><br><a href="mailto:swoods@cityofpriorlake.com">swoods@cityofpriorlake.com</a><br><b>*If over 10MB in size please send/use with any of the following options:</b><br><b>Dropbox, weblink to FTP site, or disk drive.</b>  |  |   |