

# PLANNING ESSENTIALS: VARIANCE

## HOW TO APPLY

Submit the following information:

- Residential planning request application
- Applications for other approvals needed (comprehensive plan amendment, rezoning, etc.)
- Statement describing:
  - Requested variance(s)
  - How the proposal meets the development code requirements and comprehensive plan policies
  - Practical difficulties
    - Reasonable manner
    - Unique circumstances
    - Character of neighborhood
  - Economic consideration
    - This alone does not constitute practical difficulty
- Certificate of survey
  - Drawn to scale
  - Shows site dimensions including
    - Gross site area
    - Minimum required setbacks
  - Shows location and dimensions of existing development
  - Shows proposed use, location, and dimensions
  - Shows distance to structures located within 10 feet of applicant's property
  - Shows location of abutting land, streets, alleys, and easements
- Grading, drainage, and utility plan (may be needed)
  - Drawn to scale
  - Contour interval of two-feet
- Building elevations of proposed structure or addition
  - Drawn to scale
  - Shows exterior colors and materials
- Landscape plan showing existing and proposed vegetation
- One folded and collated copy of plan sheets drawn to scale.
  - 11"x17" may be accepted if it's legible
- May also require four large prints of plan sheets on 24"x36"
- One 8 1/2"x11" reproducible print for each required sketch, drawing, or plan



## APPLICATION FEES

- Filing fee: \$200 for residential or \$400 for commercial
  - Non-refundable
- Recording fee: \$46
  - Make check payable to Ramsey County
  - Submit once your variance is approved

## PROCESSING YOUR APPLICATION

This request requires a public hearing. Staff will review the application in accordance with sections 203.020 (A) and 203.070 of the city code. After review, staff will schedule a public hearing.

- Mailed notice:
  - Staff will provide written notice to property owners with 150 feet of the property 10 days before the public hearing
  - Notice will include the purpose, time, date and location of the public hearing
  - An affidavit with the names and addresses of the property owners will be a part of the meeting's record
  - The process will not be invalidated if:
    - Mailed notice did not occur
    - Defects in the notice occurred despite staff's attempt
- Hearing:
  - Planning commission will:
    - Hold a hearing and review the request according to city code
    - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions.
  - If approved, the planning commission may impose conditions and safeguards that ensure the use:
    - Will not be detrimental to the health, safety or general welfare of the community and that the use
    - Is in harmony with the general purpose and intent of the development ordinance and comprehensive guide plan
  - If denied, the planning commission will provide reasons for it
- Decision
  - Decisions are final
  - Applicant or other party may appeal per section 203.020(F)
  - Applicant has one year from approval date to meet all conditions or apply for improvements



## MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

## QUESTIONS?

Shoreview Community Development Department  
651-490-4680 | [shoreviewmn.gov](http://shoreviewmn.gov)

