



## VARIANCE APPLICATION – CHECKLIST & RESPONSE FORM

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications will not be put on the agenda.**

### Office Use Only:

Case #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

The City Council may grant variances from the strict application of the provisions of the City Code and impose conditions and safeguards in the variances so granted in cases where there are practical difficulties in carrying out the strict letter of the regulations of the Code. "Practical difficulties", as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this chapter; 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 neighborhood. Economic considerations alone do not constitute practical difficulties. Please consider these requirements carefully before requesting a variance.

### APPLICATION REQUIREMENTS:

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

*The following materials must be submitted for the application to be considered complete:*

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).  
*NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.*
- Completed Application Form(s).
- Letter of Intent.
- Required Plans.

**APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL**

### Sketch Plan (to-scale drawing or certified survey, if determined necessary):

- Location and setbacks of all buildings on the property in question including both existing and proposed structures.
- Location of any easements having an influence upon the variance request.
- Written consent and waiver of public hearing, in a form prescribed by the city, by the owners of property within one hundred feet (100') of the boundaries of the property for which the

variance is requested, accompanied by a map indicating the location of the property in question and the location of the property owners who have given consent; or, lacking such consent, a list of names and addresses of the owners of property within one hundred feet (100') of the boundaries of the property for which the variance is requested.

- If topography or extreme grade is the basis on which the request is made, all topographic contours shall be submitted.
- If the application involves a cutting of a curb for a driveway or grading a driveway, the applicant shall have his plan approved by the city public works director prior to construction.

***Please complete the attached questions regarding your request.  
Responses will be presented to the Planning Commission & City Council.***

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**Please answer the following three questions as they relate to the variance request.**

*(Note: you may fill-in this form or create your own)*

1. **Are there any practical difficulties that help support the granting of this variance?**  
*(Note: "practical difficulties" as used in connection with the granting of a variance, means that the owner proposes to use the property in a reasonable manner not permitted by City Code. Economic considerations along do not constitute a practical difficulty).*

YES       NO

*Please describe or identify any practical difficulties and/or how you plan to use the property in a reasonable manner below:*

2. Are there any circumstances unique to the property (not created by the owner) that support the granting of this variance?

- YES       NO

*Please describe or identify any unique circumstances below:*

3. If the variance was granted, would it alter the essential character of the neighborhood?

- YES       NO

*Why or Why Not? Please explain how the request fits with the character of the neighborhood.*

***The City Council must make affirmative findings on all of the criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been demonstrated or satisfied.***