



# REQUEST FOR VARIANCE APPLICATION CHECKLIST

## CITY OF GRANT

Mailing Address: P.O. Box 577  
 Willernie, Minnesota 55090  
 Town Hall: 111 Wildwood Road  
 Phone: (651) 426-3383 Fax: (651) 429-1998  
 E-mail: cityclrk@visi.com

Receipt No.

ESCROW: \_\_\_\_\_

FEE: \_\_\_\_\_

*Makes checks payable to City of Grant.*

### GENERAL REQUIREMENTS:

1. Application Form
2. Fees
3. Escrow
4. Complete legal description
5. A letter describing the request and the hardship (see second page)
6. Public Hearing mailing list of property owners within 1,320 feet of the property boundaries. Contact Washington County Surveyor's Office: (651) 430-6875.
7. Site Plan
  - 4 plan sets, 22" x 34"
  - 15 plan sets, 11" x 17"

#### Plan Sheet Requirements:

- Title block
- Name, address, phone number for owner, developer, surveyor, engineer
- Date of preparation and revision dates
- North Arrow
- Graphic scale not less than 1:100

### INCLUDED IN SUBMITTAL

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### SITE PLAN REQUIREMENTS

#### EXISTING AND PROPOSED:

1. Show location of all lot lines and dimensions. Include area in acres and square feet. Provide a survey map, if available.
2. Show all adjacent roads, driveways and present building locations to scale. Indicate footage from lot lines, etc.
3. Show locations of existing wells, septic systems, ponds, streams, steep grades, and other pertinent topographic features.
4. Show to scale locations of proposed structures, wells, sanitary facilities, and septic systems, landscaping, driveways, parking areas, and other information that may apply to the specific proposal.
5. Show locations of neighbors' property and exact distance of neighbor's buildings and structures along with dimensions, wells, septic systems, driveways, ponding areas, and general topographic information.
6. Show plans of professional quality of your proposed structures, drawn to scale. (Check to verify setback requirements.)
7. Setbacks
8. Buildable area
9. Vegetation and landscaping
10. Wetland delineation
11. Waterbodies and Ordinary High Water Level and 100 year flood elevation
12. Bluff line
13. Additional information relevant to the request

### INCLUDED IN SUBMITTAL

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |



## REQUEST FOR VARIANCE APPLICATION CHECKLIST

### CITY OF GRANT

Mailing Address: P.O. Box 577  
Willernie, Minnesota 55090  
Town Hall: 111 Wildwood Road  
Phone: (651) 426-3383 Fax: (651) 429-1998  
E-mail: cityclrk@visi.com

---

### ***What is a hardship?***

According to the City of Grant's Zoning Ordinance (Ordinance 50), Section 301(176), a variance is "a modification or variation of the strict provisions of this Ordinance as applied to a specific piece of property in order to provide relief for a property owner because of undue hardship or particular difficulty imposed upon the property by this Ordinance. A variance shall normally be limited to height, bulk, density, and yard requirements."

Variations may be granted in cases of exceptional circumstances, when the strict enforcement of the Ordinance would cause unnecessary hardship.

"Hardship" as used in connection with the granting of a Variance means:

1. The proposed use of the property and associated structures in question cannot be established under the conditions allowed by the Zoning Ordinance or its amendments and no other reasonable alternate use exists.
2. The plight of the landowner must be due to physical conditions unique to the land, structure, or buildings involved and are not applicable to other lands, structures, or buildings in the same zoning district.
3. These unique conditions of the site cannot be caused or accepted by the landowner after the effective date of the Zoning Ordinance or its amendments.
4. Economic considerations alone shall not constitute a hardship.

*City of Grant Zoning Ordinance (Ordinance 50), Section 503.01(2), Paragraph 2 - 3.*

The variance, if granted, shall not alter the essential character of the locality.

Those applying for a Variance must describe the specific circumstances which would constitute a hardship. The application must include a written statement that describes the Variance request and addresses the three factors – reasonable use, unique circumstances, and essential character of the locality – of hardship.

Circumstances which normally constitute a hardship relate to lot size, setbacks, steep slopes and wetlands but cannot be created by the landowner, or a previous landowner. It is incumbent upon the applicant to explain the case for a hardship, which will form the basis for granting or denying the Variance request.