



At a minimum, the following materials must be submitted prior to deeming an application complete.

- | <u>Sub:</u> | <u>Req:</u> | <u>Item:</u> |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A completed land use application form signed by all property owners along with payment of the proper filing fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Written statements providing information regarding your proposal. <u>Please provide a separate answer for each of the lettered items listed below</u> (answers must be submitted in both hard copy and electronic form): <ol style="list-style-type: none"> a. A list of all current property owners (if individually owned), all general and limited partners (if a partnership), all managers and directors (if a limited liability company), and/or officers and directors (if a corporation) involved as either applicants or owners. b. A listing of the following site data: legal description of the property (including lot/block, plat name, and parcel identification number), parcel size (in acres and square feet), existing use of land, and current zoning. c. State the provision(s) of the Minnetrista City Code for which you seek a variance. (<i>For example, Section 505.15 Subd. 2. <u>Lot area, depth, width, coverage, setbacks, and height standards</u></i>). d. A <u>specific written description of the proposal</u> and how it varies from the applicable provisions of Minnetrista City Code. e. A narrative regarding any pre-application discussions with staff, and an explanation of how the issue was addressed leading up to the application for a variance. f. Explain how the proposal is in harmony with the general purposes and intent of Minnetrista City Code and how proposal is consistent with the current Minnetrista Comprehensive Plan. g. Explain how there are practical difficulties in complying with Minnetrista City Code. Practical difficulties means: <ol style="list-style-type: none"> i. The property owner proposes to use the property in a reasonable manner not permitted by Minnetrista City Code; ii. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and iii. The variance, if granted, would not alter the essential character of the locality. h. Provide justification that the variance request is not based exclusively upon a desire to increase the value or income potential of the parcel of land. i. Justify that the granting of the requested variance will not: 1) adversely affect the health or safety of persons residing or working in the neighborhood; 2) impair an adequate supply of light and air to adjacent properties; 3) be injurious to property or improvements in the neighborhood; 4) increase the congestion on public streets; 5) endanger public safety; 6) or substantially diminish or impair property values within the neighborhood. |



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| <input type="checkbox"/> | <input type="checkbox"/> | 3. Verification of ownership (a copy of a current title report, purchase agreement, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Address labels: Two (2) lists of names and addresses of the owners of all property within five hundred (500) feet of the boundaries of the property in question. One (1) list shall be typed on mailing labels (33 labels per sheet) and the other list shall be a reproducible copy of those labels. Please see Exhibit A of this handout which provides basic instructions on how to acquire a Property Owners List online from Hennepin County. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Area Map: One (1) copy of an area map showing the parcel(s) in question and the surrounding properties. <u>You will receive this map with your address labels from Hennepin County (see # 4 above).</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Survey: Three (3) copies of a certified survey depicting the lots or tracts upon which a variance is requested. Each document shall be at a consistent, readable, and measurable engineering scale, be composed of sheet(s) not smaller ⁵ than 8½ x 11, and be pre-folded for distribution. Staff will assist you in determining what is required. The survey will not be considered complete unless all required elements are included. |

The following are required for inclusion on your survey:

- Location, Floor Area, and Building Envelope of Existing & Proposed Structures
- Lot Lines
- Parcel Size in Acres & Square Feet
- Building Setbacks (Front/Rear/Side/Lake): closest point of building to each property line
- Actual elevations for Garage Floor, Basement Floor, Foundation Top, & Building Height
- Lowest Floor Elevation if any part of property is in flood plain
- All Water Features: Floodplain, Floodway Delineations, Ordinary High Water Mark Elevations, Wetlands, Watercourses, Reservoirs, Ponds, & Other Bodies of Water
- Existing** topographic character of land showing contours at 2' intervals
- Proposed** topographic character at 2' intervals
- Flow arrows indicating direction of drainage
- Location of Trees 4" diameter and larger
- All Adjacent Structures Within 100 Feet of Property
- All Easements (Road, Utility, Drainage, etc.)
- Public Right-of-Way Name (street name)
- Proposed driveway location and proposed driveway grades
- Wells & Neighboring Wells if New Drainfield is Installed
- Septic System & Drainfield, or Sanitary Sewer Connection

⁵ If your survey must be larger than 11x17 to be fully legible, we ask that that three (3) copies of the plan be in the large format and three (3) reduced to 11x17.



- Percolation Test & Soil Boring Holes (if applicable)
- Hardcover Calculations – % and square footage of:
 - Building coverage
 - Driveway and parking
 - Public street right-of-way
 - Open space and/or landscaped area
- Proposed Treatment of the Perimeter, including Screens, Fences, Walls, & Landscaping
- Location of adjacent Municipal boundaries
- Shoreline and/or tops of bluffs (if applicable)
- Administrative Information:
 - Scale
 - North Point
 - Signature of Surveyor
 - Date of Preparation (THE REVISION BOX MUST BE CONTINUALLY UPDATED AS CHANGES OCCUR!!!)
 - PID Number
 - Site Address
 - Legal Description
 - Subdivision Name (if applicable)
 - Zoning Classification
- 7. Any **other information** required by city staff, commissioners, or council members necessary to provide a complete review of the variance request. Information deemed critical to the review process not listed in this handout may be requested⁶.

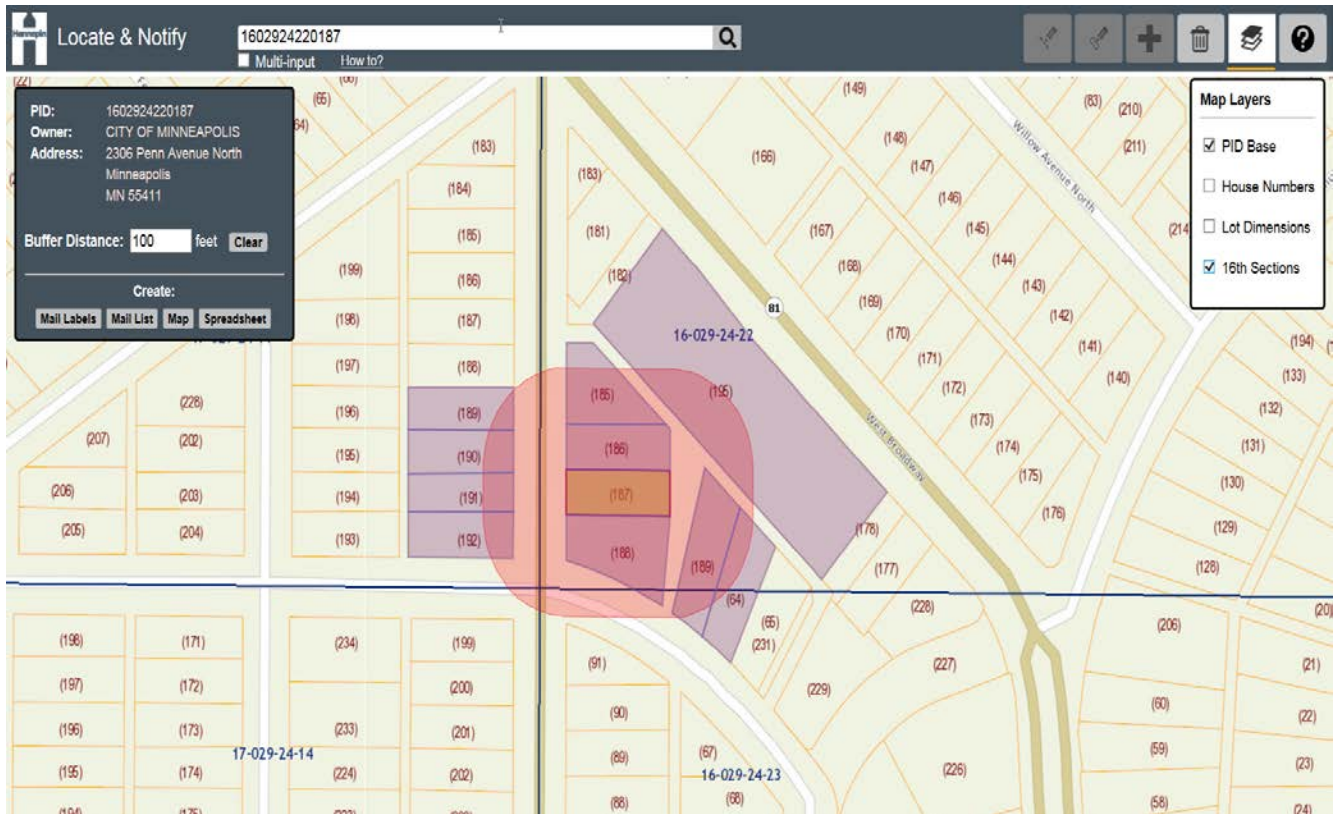
If you have any further questions that are not covered by this handout, please contact the planning staff at City Hall: (952) 446 – 1660. We look forward to assisting you!

⁶ Number of copies, size, and other such administrative details may also be imposed when requiring additional information.

Exhibit A

VARIANCE LIST (PROPERTY OWNERS LIST) BASIC INSTRUCTIONS

1. Open the Locate & Notify application: <https://gis.hennepin.us/locatenotify/default.aspx>
2. Enter PID Number or address of the parcel of interest (PID#s are preferred search input).
 - a. If multiple PID#s are needed, simply use the left mouse button and click on the adjacent parcels after the application has zoomed into your area of interest.
3. Hit “Map Layers” and select “16th Sections” to turn on Section/Range/Township lines for your map.
 - a. If the Platted Lots (underlying Legal Description) layer is desired, turn on “Lot Dimensions” layer and turn off “PID Base” layer. Some cities request this on specialized land use applications.
4. Enter the distance required for your application criteria in the “Buffer Distance” section, and buffer.
5. Copy the parcel Address to your clipboard for later use in your “Map Notes” if desired.
6. **Click Mail List Button**, print the list and save a copy if desired.
7. **Click Mail Labels Button**, print labels “actual size”, do not shrink to fit or labels could overrun on later pages (standard 8.5 x 11 – 30 labels per sheet), usually must select a specific printer tray or manual feeder, save a copy if desired.
8. **Click Map Button** and paste the parcel address or add notes to map as desired, print and save copy if desired.
 - a. ****If you have a buffer selected and nothing happens when clicking List, Labels, or Map button, check your internet browser’s pop-up settings. Pop-ups must be allowed for the list, labels, or map, output to display in order to print and save.**



****Below image shows how the map looks with the "Lot Dimension" layer turned on****

