



Date Received by City: _____
Application Number: _____
Fee Paid (Non-refundable): _____
Check # _____ Cash _____ CC _____

Variance Application

Application Information

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Email _____

City, State, Zip _____

Property ID _____ Zoning District _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

Title Holder of Property: *(if not applicant)*

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

State nature of request in detail: (What are you proposing for the property? If a new structure indicate the use of the structure, height, total sq. ft and foundation type.)

The applicant should be prepared at the public hearing to explain the unique practical difficulty for the proposed variance. A practical difficulty is defined as a condition whereby the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a difficulty if reasonable use for the property exists under the terms of the Ordinance. Please complete all of the following questions:

(1) How is granting this variance in harmony with the intent of the land use ordinance?

(2) How is granting this variance in harmony with the intent of the comprehensive plan?

(3) Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

(4) What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

(5) Is the need for a variance due to circumstances unique to the property and not created by the property owner?

(6) Will the issuance of a variance maintain the essential character of the locality?

(7) Does the need for a variance involve more than just economic considerations?

(8) Please include any other comments pertinent to this request.

Application

- A. Applicant shall complete the Variance Application provided by Zoning Administrator and submit to Zoning Administrator at least 30 days prior to the scheduled public hearing.
- B. Application shall be completed with as a minimum the information from the Variance Checklist.
- C. Application shall be accompanied by application fee made payable to City of Manhattan Beach. This fee does not cover the recording fee or any Land Use Permits, which must be filed separately, if necessary.
- D. The Planning Commission holds their monthly meeting on the third Tuesday of the month at 6:30 PM at City Hall. Meetings are held as needed, so coordinate with the Zoning Administrator for placement on the agenda.

Review

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receiving a completed Variance Application and supporting documents, the City/Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified of the date and time of the public hearing.
- C. The Zoning Administrator may conduct a site visit of the property to familiarize him or herself with the property and to verify that the requirements of the Ordinance, such as setbacks, can be met.
- D. Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall or by request typically one week prior to the scheduled meeting date.
- E. The Zoning Administrator shall publish notice of the public hearing in the official newspaper at least 10 days prior to the date of the public hearing. If the proposed use is in a Shoreland area, the Zoning Administrator shall send the same notice to the Department of Natural Resources postmarked 10 days prior to the date of the public hearing.
- F. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for

any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

Action

- A. The Planning Commission shall hold a public hearing on the Variance application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation on the application. The Planning Commission can recommend approval, denial, or table the application in order to gather additional information.
- C. Recommendations of the Planning Commission are taken to the Board of Adjustment/City Council for final action.

Variance Application Checklist

- _____ Completed application, including signature of property owner
- _____ Fee
- _____ Sewer Compliance Inspection Report
- _____ All current City charges paid
- _____ No outstanding violations
- _____ Certificate of Survey (completed by a licensed land surveyor)
- _____ Site plan as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator) *:
 - _____ Legal Description of Site (can be located on most property tax statements)
 - _____ Size of parcel and dimensions
 - _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
 - _____ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks, walkways or docks.
 - _____ Impervious calculations.
 - _____ Proposed landscaping, screening, grading and drainage plans.
 - _____ Plan showing topography, contours, soil types, groundwater conditions, bedrock and vegetative cover.
 - _____ Name of record owner/title holder of property
 - _____ Approximate location of any proposed signs

* Under certain circumstances, the Planning Commission may require additional information to aid in their decision making.

Contact Information

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