CITY OF WOODLAND
FILING REQUIREMENTS – VARIANCE

Unless waived by the Zoning Coordinator you must provide all of the following items with this application that apply to your request. Incomplete applications will delay your request.

<table>
<thead>
<tr>
<th>Complete</th>
<th>Incomplete</th>
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Meeting with Zoning Coordinator

Nonrefundable Filing Fee of $400.00 (payable to “City of Woodland”)

Application for Variance

Paper copies & an electronic copy (pdf) of the following drawings or plans:

| ______ | ______ |
|________|________|

1 full size scalable certified survey and 1 (11 x 17) copy

- A certified survey with legal description and street address
- Parcel size in Acres and Square Feet
- Topography of the site - for major construction delineate grading and drainage plan with contours at two-foot intervals;
- Location and dimensions of all the existing improvements, including; buildings, structures, retaining walls, steps, parking areas, driveways, storage areas, utilities and wells;
- Location and dimension of all proposed buildings and structures;
- Impervious surface calculations - existing and proposed - % and square footage;
- Outline the setbacks “building pad” on the survey according to the ordinance provisions and show the closest distance between the buildings and front, side, lake and rear lot lines;
- Distance between principal buildings and accessory buildings and structures;
- Massing, building height, and structure height calculations;
- Delineate all wetland, OHWL of Lakes, bluffs, easements and driveways.
- Significant tree conditions and all significant trees proposed to be removed.
1 large scale copy and 1 (11x 17) set of scalable elevation of the proposed structure(s) on all sides & indicate structure height at the roof peak per City Ordinance. Scale must be appropriate for the size of the project (1 inch = 10 feet or 1 inch = 20 feet is preferred in most cases).

1 (11 x 17) set of the floor plan (existing and proposed);

Stake the location in the field of proposed buildings, structures and lot lines;

Applicant is responsible for producing any colored copies;

Tree preservation plan (if applicable);

Lighting plan for sports courts, pools, new home construction and accessory buildings, driveways and parking areas (if applicable);

City of Woodland – Variance Application Filing Requirements

1) Consult with the Zoning Coordinator to determine the ordinances and procedures applicable to your application. Applications are submitted to the Zoning Coordinator.

2) Tree removal, land alteration and wetland alteration all require separate permits and approval from the City.

3) All plans, applications and written information become public information once filed, which may be used in the staff report and distributed to the Council and public.

4) Application and related materials are due to the Clerk’s office by published City Council application deadline. (Speak with Zoning Coordinator with questions)

5) The City Council typically meets on the second Monday of each month to consider variance requests. Applicant(s)’s and Owner(s)’s presence at the Council meeting is strongly encouraged as questions may be asked of you that would better assist the City Council in making an informed decision.

6) Notice will be published in the designated paper prior to the City Council meeting and notice will be sent to residents within 500 feet of the subject property.

7) If approval is granted you may apply for a building permit.

8) Expiration: If a variance is granted for the property and the construction of the structure for which it was granted is not commenced within one year after the date of the Council Resolution approving the variance, the variance will expire and will be of no further force and effect.

9) The City reserves the right to require additional plans or information as necessary.

10) Submittal of an application grants the City permission to inspect and photograph the property.
City of Woodland – Variance Application Filing Requirements

__________ Date materials received (complete - incomplete), with electronic copy forwarded to Planning Commission members

__________ Date sent either notice of incomplete information or notice that information is complete (within 15 workdays from date materials received (above)), with email copy of notice to Mayor and Council Members

__________ 60 day deadline ______________________

__________ Notice of 60 day extension

__________ Public Hearing

__________ Applicant given Meeting Schedule
Applicant is (circle one) Owner  Developer  Contractor  Architect  Other  

Property address for which variance is requested  

Applicant (individual or company name):  

Contact for Business:  Title:  

Address:  City:  State:  Zip:  

Wk Phone:  Hm Phone:  

Email address:  Fax:  

Present use of property:  

Property acreage:  Acres  Square Feet  

Existing Variances:  Yes  No  
If yes, please explain  

Describe Request:  Build New  Add On  Remodel  Replace  

What is the Variance being requested for:  

Variance for:

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<tr>
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<th>Required</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Side Yard</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Front Yard</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Rear Yard</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Lake setback</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Building height</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Structure height</td>
<td>Feet</td>
<td>feet</td>
</tr>
<tr>
<td>Wetland</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Impervious Cover</td>
<td>sq ft</td>
<td>Sq ft</td>
</tr>
<tr>
<td>Shoreland</td>
<td>feet</td>
<td>feet</td>
</tr>
<tr>
<td>Massing</td>
<td>volume</td>
<td>volume</td>
</tr>
<tr>
<td>Other</td>
<td>feet</td>
<td>feet</td>
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If other, please explain
Making Your Case for the Grant of a Variance

State Law: Minnesota Statutes 462.357 controls the grant of variances to established zoning codes. Before a variance can be granted the Applicant must establish to the satisfaction of the City that: A) Strict enforcement of the applicable code would cause a practical difficulty because of circumstances unique to the individual property under consideration, and B) the grant of the requested variance will be in keeping with the spirit and intent of the ordinance.

"Practical Difficulty" as used in connection with the granting of a variance means: 1) the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls; 2) the plight of the landowner is due to circumstances unique to the property not created by the landowner, and 3) the variance, if granted, will not alter the essential character of the locality.

Notice: Simple inconvenience of a landowner or occupant, including self-created situations, are not considered a practical difficulty under Minnesota case law.

Economic considerations alone shall not constitute a practical difficulty if reasonable use of the property exists under the ordinance. (MN Statutes 462.357)

If you have difficulty is establishing an practical difficulty please consider alternatives to your construction plans that may remove the need for a variance.

The Applicant must respond fully and in detail to each of the following questions and data requests or the Application may be rejected as incomplete.

Establishing that the requested variance will be in keeping with the spirit and intent of the Zoning Code:

The requested variance, if granted, will be in keeping with the spirit and intent of the City Zoning because:

______________________________________________________________________________
______________________________________________________________________________

Establishing Practical Difficulty:

1. The landowner’s (Applicant’s) property cannot be put to a reasonable use if used under conditions allowed by the official controls because:

______________________________________________________________________________
______________________________________________________________________________

2. The plight of the landowner (Applicant) is due to circumstances unique to the property not created by the landowner property because:

______________________________________________________________________________
______________________________________________________________________________

3. The variance, if granted, will not alter the essential character of the locality because:

______________________________________________________________________________
______________________________________________________________________________
Establishing the variance, if granted, will not adversely impact the rights of others:

Describe the effect of the variance, if granted, on neighboring properties and on the neighborhood in general:

______________________________________________________________________________

______________________________________________________________________________

Describe the effect of the variance, if granted, on supply of light and air to adjacent properties.

______________________________________________________________________________

______________________________________________________________________________

Describe the effect of the variance, if granted, on traffic congestion in the public street.

______________________________________________________________________________

______________________________________________________________________________

Describe the effect of the variance, if granted, on the danger of fire.

______________________________________________________________________________

______________________________________________________________________________

Describe the effect of the variance, if granted, on the danger to public safety.

______________________________________________________________________________

______________________________________________________________________________

Describe the effect of the variance, if granted, on established property values in the surrounding area.

______________________________________________________________________________

______________________________________________________________________________

Describe the effect of the variance, if granted, on the impairment of the public health, safety or welfare.

______________________________________________________________________________

______________________________________________________________________________

Applicant(s) have determined that the following approvals may be necessary from other regulatory bodies:

______LMCD # 952-745-0789 ______Watershed District # 952-471-0590

**Applicant’s Acknowledgement & Signature(s)**

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name, and I am the party whom the City should contact about this application. The applicant certifies that the information supplied is true and correct to the best of his/her knowledge.
The undersigned also acknowledges that she/he understands that before this request can be considered and/or approved, all required information and fees, including any deposits, must be paid to the City, and if additional fees are required to cover costs incurred by the City, the City has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees.

An incomplete application will delay processing and may necessitate a re-scheduling of the review time frame. The application timeline commences once an application is considered complete when all required information and fees are submitted to the City. The applicant recognizes that he/she is solely responsible for submitting a complete application being aware that upon failure to do so, the staff has no alternative but to reject it until it is complete or to recommend the request for denial regardless of its potential merit.

A determination of completeness of the application shall be made within 15 business days of the application submittal. A written notice of application deficiencies shall be mailed to the applicant within 15 business days of application.

I am the authorized person to make this application and the fee owner has also signed this application.

Applicant’s Signature: ______________________________ Date:__________________

Signature: ______________________________ Date:__________________

Owner’s Acknowledgement & Signature(s)
I am / we are the fee title owner of the above described property. I / we further acknowledge and agree to this application and further authorize reasonable entry onto the property by City Staff, Consultants, agents, and City Council Members for purposes of investigation and verification of this request.

Owner’s Signature: ______________________________ Date:__________________

Owner’s Signature: ______________________________ Date:__________________

Note – Both signatures are required, if the owner is different than the applicant, before we can process the application, otherwise it is considered incomplete.