

**City of Woodland**  
 20225 Cottagewood Road  
 Deephaven, MN 55331  
 (952) 358-9938

**Land Use Review  
 Application**

**APPLICANT INFORMATION**

Name:		Business Name:	
Address:			
City:		State:	Zip Code:
Telephone:		E-Mail:	

**OWNER INFORMATION (if different)**

Name:		Business Name:	
Address:			
City:		State:	Zip Code:
Telephone:		E-Mail:	

**TYPE OF APPLICATION (check all that apply)**

<input type="checkbox"/> Variance	<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Appeal of Zoning Decision
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Final Plat	

**PROJECT INFORMATION**

Street Address:	Zoning District:
Property Identification Number(s) (PIN #s):	
Legal Description (attach if necessary):	
Description of Proposal (attach additional information if needed):	
Reason(s) to Approve Request (attach additional information if needed):	

**APPLICANT'S STATEMENT**

This application should be processed in my name. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I agree to reimburse the City of Woodland for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in-house staff.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

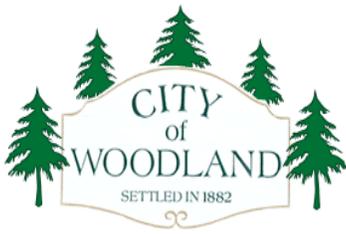
**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist must be submitted with the application and the required submittals.



---

## **CRITERIA FOR GRANTING A VARIANCE**

Minnesota State Statute in Chapter 462.357, Subdivision 6, (2), defines “practical difficulties” “... the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; 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 locality. Economic considerations alone shall not constitute practical difficulties.

The City Council may not permit as a variance any use that is not permitted under the Ordinance for property in the district where the affected person’s land is located. The City Council may permit as a variance the temporary use of a one family dwelling as a two family dwelling. The City Council may impose conditions in the granting of a variance to insure compliance and to protect adjacent properties.”

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

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

## **FILING REQUIREMENTS**

Unless waived by the Planning Director, you must provide all of the following items with the Variance application. An incomplete application will not be accepted.

10 copies (11"x17") of the following drawings:

- Registered Survey, including:
  - All applicable setbacks
  - Impervious surface coverage
  - Driveways and sidewalks
  - Existing principle and accessory Structures
  - Location of all significant trees
  - Location of primary and secondary systems
- Grading/Drainage Plan with existing and proposed two-foot contours
- Building renderings/elevations specifying building materials
- A Complete Land Use Application and Application Fee of \$450

A narrative answering the following questions:

1. Why is the variance request needed to relieve practical difficulties in complying with the zoning ordinance and how will the variance request result in a reasonable use of the property?
2. Compared to similarly sized lots in the neighborhood, what is unique about the size, shape, topography or location of your lot that prohibits reasonable use of the property?
3. How is the requested variance the minimum necessary to provide your property reasonable use?
4. What alternatives to a variance have been considered? Why are these alternatives not acceptable?
5. Has the property owner created the situation necessitating the need for a variance? Explain in detail.
6. Will the variance alter the essential character of the neighborhood? Explain in detail.
7. Describe why the needed variance is not solely based on economic considerations.

Electronic copy of all exhibits

## PROCEDURE

1. The developer and consultants shall meet with the City Planner to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the City Planner to determine the ordinances and procedures that apply to your application. Request application packet from Planning staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date (second Monday of the month). **Late and/or incomplete submittals will not be placed on the City Council agenda.**
4. The City Planner will schedule a public hearing with the City Council. Allow at least 30-60 days from the application date to the City Council hearing. The City Planner will mail a notice to property owners within 500 feet of the property. The City Planner will prepare a staff report and recommendation. A copy of the staff report will be mailed to the applicant on the Thursday before the City Council meeting.
5. For more complex variance requests, the City Council may request a public meeting on site, which the builder and/or property owner is expected to attend. On-site public meetings are typically held at 9 am on the Saturday before the City Council meeting. Property owners within 500 feet of the subject property will also be invited to the meeting. The City Planner will inform the applicant if an on-site public meeting has been requested.
6. *As the applicant, your presence is expected at the City Council meeting.* The City Council meets on the second Monday of each month. Approval of the variance request requires 3/5 vote of the City Council.

## NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. At its discretion, the City may require an outside consultant review the proposed application and provide written comment. Such consultants may include: attorney, engineer, city planner, landscape architect or forester. If the City requires such review and comment, the applicant must provide cash escrow to the City to cover the cost of the review. City staff will notify applicants that such review is require prior to hiring the consultant(s).
3. Submittal of an application grants the City permission to inspect and photograph the property.