



VARIANCE APPLICATION

Date: _____

The Nisswa Planning Commission/Board of Adjustment will require the property owner/developer to submit the following information to the Nisswa Planning & Zoning Administrator by _____ for the Planning Commission/Board of Adjustment meeting on _____.
(application deadline)

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a variance is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

Applicant is: Legal Owner Contract Buyer Option Holder Agent

Title Holder of Property and mailing address: _____

Location (street address) of property involved in this request: _____

Legal description of property involved in this request (if lengthy provide copy of abstract, or certificate of title, or warranty deed): _____

Sec. _____ Twp. 135 Rge. 29 Parcel ID: _____

Zoning District: _____

II. State nature of request in detail: (What are you proposing for the property?)

Pursuant to the Nisswa Zoning Ordinance 12.8, the applicant should be prepared at the public hearing to explain the unique hardship for the proposed variance. *Hardship is defined as: 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/her 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 hardship if reasonable use for the property exists under the terms of the ordinance.* Variances cannot create a land use not permitted in a zone.

1) What are the unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

2) How is the granting of this variance consistent with the intent of the City of Nisswa Zoning Ordinance, Subdivision Ordinance, and Comprehensive Plan?

3) How will reasonable use of the parcel be deprived if the variance is not granted?

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

5) Describe the impact on the use and enjoyment of other property in the immediate vicinity.

6) Describe the character of the area and how this proposal is consistent with it.

III. Current survey prepared by a licensed land surveyor with the following information:

- a) Marked iron pipe boundary monuments
- b) Ten foot minimum contours for residential, two foot minimum contours for commercial
- c) Surface water features and wetlands delineated
- d) Location of all existing and proposed buildings with front, rear, and side yard setbacks
- e) Square footage of all existing and proposed buildings
- f) Existing and proposed curb cuts, driveways, access roads, and parking
- g) Proposed landscaping and screening plans

- _____ h) Proposed drainage plan (runoff calculations prepared by Licensed Engineer for commercial property only)
- _____ i) Impervious coverage calculations
- _____ j) Proposed and existing sanitary sewer and water supply plans
- _____ k) Location of all existing known easements including width and purposes

Other information may be required depending upon the circumstances.

Survey shall not be drawn at a scale smaller than one inch equals 100 feet. Four survey size copies and one 8-1/2 x 11 or 11 x 17 copy required.

IV. Floor plans and elevations

- _____ a) Floor plans showing dimensions of all proposed rooms and areas identifying the proposed uses
- _____ b) Elevations of the proposed building identifying exterior treatment, materials to be used and color of paint (if different than existing building)

Floor plans shall not be drawn at a scale smaller than 1/8" equals one foot. Four scale size and one 8-1/2 x 11 or 11 x 17 copy required.

V. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for **\$300.00 for residential applications and **\$350.00** for commercial applications. This fee does **not** cover the land use permit which must be filed separately, if approved.**

**VI. Signature of Owner(s), authorizing application: _____
(By signing, the owner(s) is certifying that they have read and understood the submission requirements and application)**

AND

**Signature of Applicant (if different than owner): _____
(By signing, the applicant is certifying that they have read and understood the submission requirements and application)**

Planning & Zoning Administrator

Date Received

_____ Copy of variance ordinance provided to applicant.

It shall be the property owner's responsibility to secure necessary concurrent permits from the Department of Natural Resources, Thirty Lakes Watershed, MPCA, etc. Approval by the City does not imply approval by other agencies.