



# VARIANCES & APPEALS

8188 199TH AVENUE NW, NOWTHEN, MN 55330  
(763) 441-1347

RETURN TO: [INFO@NOWTHENMN.NET](mailto:INFO@NOWTHENMN.NET)

<input type="checkbox"/> <b>VARIANCE</b> <input type="checkbox"/> <b>APPEAL</b>  Base Fee: \$200 Escrow: Obtain from City Planner <b>Total Amt. Due:</b> _____  Amt. Paid: _____ CC/Check# _____	<p align="center">***FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY***</p> Date Application Received: _____ Date Application Complete: _____ (60-day review period starts from this date) Public Hearing Date: _____ City Council Approval/Denial Date: _____ 60-Day Review Period Ends: _____ 60-Day Extension: __Yes__ No Expires On: _____ Received By: _____
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**Instructions:** Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the Zoning Administrator, and prior to acceptance of required processing fees and escrows.

**Property Information** Street Address: \_\_\_\_\_

Property Identification Number (PID#): \_\_\_\_\_

Type of Business or Use Requested: \_\_\_\_\_

Legal Description (Attach full description of Metes & Bounds if necessary):  
\_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Property Owner Information** (If other than applicant):

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Description of Request** (attach additional sheets as necessary)

Existing Use of Property: \_\_\_\_\_

\_\_\_\_\_

Description of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

Reason(s) to Approve Request: \_\_\_\_\_

\_\_\_\_\_

**Please describe any previous applications pertaining to the subject site:**

Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Nature of Previous Request : \_\_\_\_\_

\_\_\_\_\_

**Required Submittal Information:**

- Site Survey, drawn to scale with detailed information including all primary and accessory structures, patios/decks, fences, driveways, well, and septic system.
- Detailed building/construction plans including floor plans, elevation drawings, materials and construction specifications.

**Factors Considered in Determining Variances**

**The City Council will not approve a variance unless it finds evidence that practical difficulties exist which prevent a property owner from using their property in a reasonable manner. Variances shall pertain only to the physical characteristics of the land or structures to be built thereon, such as area, height, setback requirements, and density. Specifically, the City Council may grant only non-use or area variances and shall not grant use variances.**

Explain how the property circumstances (shape of lot, topography, vegetation, setbacks, proximity to neighboring homes/uses, or wetlands) are unique and necessitate a variance (as opposed to preferences or circumstances created by the landowner). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain whether the requested variance is the minimum action required to eliminate the practical difficulty. For instance, if the request involves a setback, is the proposed structure encroaching into the required setback area the least amount possible? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the request involves construction of a structure, is there any other location on the property where the structure could be placed which meets City Code requirements? If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how the purpose of the variance is not exclusively economic in nature.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how the requested variance will not alter the character of the neighborhood in which it is located. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the property contain any structure which has a solar energy system? \_\_\_\_Yes \_\_\_\_No  
If so, does it have adequate access to direct sunlight? \_\_\_\_\_

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_