

File #	_____
Comp. App. Date	_____
PC Rec. Date	_____
CC Action Date	_____
CC Approval	_____ Denial _____

Variance or Appeal Application

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____ Pursuant to Section #: _____

Brief Description of Request: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Application & Recording Fees	Receipt #	Financial Guarantee	Receipt #
\$90.00			

I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities and Submittal Formats:

- ___ 1. Fifteen (15) **folded** paper copies of graphic materials that are larger than 11" x 17" in size. Additional copies may be requested as deemed necessary by the Planning Department
 - ___ a. One (1) reproducible copy reduced to 11" x 17" of the above.
 - ___ b. One (1) reproducible copy reduced to 8.5" x 11" of the above.
- ___ 2. One (1) reproducible copy at 8.5" x 11" of the request and all other supporting documents.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following site plan and narrative information, unless waived by the Planning Department following a pre application meeting. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

- A. Written explanation regarding how the proposed variance will not be in conflict with each of the following standards:
 - ___ 1. Granting of the variance will not be in conflict with the Land Use Plan.
 - ___ 2. Exceptional or extraordinary circumstances apply to the property which do not generally apply to other properties in the same zoning district or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since the enactment of Chapter 10 have had no control.
 - ___ 3. The literal interpretation of the provisions of Chapter 10 would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Chapter.
 - ___ 4. That the special conditions or circumstances do not result from the actions of the applicant.
 - ___ 5. That granting the variance requested will not confer on the applicant any special privilege that is denied by Chapter 10 to owners of other lands, structures or buildings in the same zoning district.

- ___ 6. The variance requested is the minimum variance, which would alleviate the hardship.
- ___ 7. Economic considerations alone shall not constitute a hardship if a reasonable use of the property otherwise exists under the provisions of Chapter 10.

B. Specific submittal requirements related to the proposed variance or appeal as identified by Planning Staff following a pre application meeting:

- ___ 1. _____

- ___ 2. _____

- ___ 3. _____

- ___ 4. _____

- ___ 5. _____

- ___ 6. _____

- ___ 7. _____

- ___ 8. _____

- ___ 9. _____

___ 10. _____

C. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:

- ___ 1. Scale of plan (engineering scale only).
- ___ 2. North point indication.
- ___ 3. Existing boundaries with lot dimension and area.
- ___ 4. Existing site improvements.
- ___ 5. All encroachments.
- ___ 6. Easements of record.
- ___ 7. Legal description of the property.
- ___ 8. Ponds, rivers, wetlands, 100 year flood elevations or other waterways bordering on or running through the subject property.

D. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:

- ___ 1. Name and address of applicant/owner.
- ___ 2. Name and address of architect/designer.
- ___ 3. Date of plan preparation.
- ___ 4. Dates and description of all revisions.
- ___ 5. Name of project or development.
- ___ 6. All proposed improvements, including:
 - ___ a. Required and proposed setbacks.
 - ___ b. Location, setback and dimensions of all proposed buildings and structures.

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- ___ c. Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
 - ___ d. Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
 - ___ e. Location, number, and dimensions of proposed loading spaces.
 - ___ f. Location, width, and setbacks of all curb cuts and driveways.
 - ___ g. Vehicular circulation.
 - ___ h. Location and type of all proposed lighting, including details of all proposed fixtures.
 - ___ i. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
 - ___ j. On-site individual sewer treatment system. Primary and alternative sites must be identified.
- E. Grading, drainage and erosion control plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following (if Planning office considers necessary) :
- ___ 1. Existing contours at two (2) foot intervals.
 - ___ 2. Proposed grade elevations at two (2) foot maximum intervals.
 - ___ 3. Drainage plan, including the configuration of drainage areas.
 - ___ 4. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 - ___ 5. Spot elevations (may be prepared by a Minnesota licensed surveyor).
 - ___ 6. Proposed driveway grades.
 - ___ 7. Surface water ponding and treatment areas.
 - ___ 8. Erosion control measures.
 - ___ 9. Location, type, and square footage of impervious surface.

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- F. Landscape, screening and buffering plan, utilizing a copy of the site plan as a base for the site in question, depicting the following (if planning office considers necessary):
- ___ 1. Planting schedule (table) containing:
 - ___ a. Symbols.
 - ___ b. Quantities.
 - ___ c. Common names.
 - ___ d. Botanical names.
 - ___ e. Sizes of plant material.
 - ___ f. Root specification (bare root, balled and burlapped, potted, etc.).
 - ___ g. Special planting instructions.
 - ___ 2. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 - ___ 3. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
 - ___ 4. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 - ___ 5. Coverage plan for underground irrigation system, if any.
 - ___ 6. Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.
- G. Other plans and information as required by the Planning Staff including, but not limited to:
- ___ 1. Architectural elevations of all principal and accessory buildings.
 - ___ 2. "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.
 - ___ 3. Fire protection plan.
 - ___ 4. Nuisance mitigation plan (related to noise, odors, glare, dust, or similar nuisance issues).
 - ___ 5. The type, color, and materials used in all external surfaces.

Submittal Deadlines:

The Preliminary Plat Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The person applying for Variance or Appeal shall submit to the Planning Department a complete application and all other information required no later than three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements and issues identified through the sketch plan review procedure.