



VARIANCE APPLICATION CHECKLIST

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7102 / Fax: 763-421-5256 / www.ci.champlin.mn.us

VARIANCE APPLICATION PROCEDURE

1. Obtain application packet set up preliminary meeting with the City Planner.
2. The complete submittal, as specified on the checklist, must be received by 4:30 p.m. of the specified deadline day.
3. Variances require a public hearing. The applicant or agent must attend the Planning Commission meeting and the City Council meeting as indicated on agendas mailed to you.

BRIEF DESCRIPTION OF VARIANCE PROCESS

After receipt, the City Planner will evaluate your application for a variance. The City Planner will review the documents you submit and will prepare comments and recommendations regarding the application. Information regarding your request will be sent to property owners within 350 feet of the project area prior to the Planning Commission meeting. You and the members of the Planning Commission will receive a copy of the City Planner's report prior to the meeting.

At the public hearing, the City Planner will present the report. You will be given an opportunity to address the Commission for additional comments at your discretion. Also, anyone who wishes to speak or comment on the proposal will be allowed to do so. After questions or comments by the Planning Commission members, the Commission will make a recommendation on the request. The City Council will make the final determination on the request at their next meeting.

THE GRANTING OF A VARIANCE

Variances shall only be permitted when they are in harmony with the general purpose and intent of the ordinance and when the variances are consistent with the Comprehensive Plan.

Variances may be granted when the City determines that there are "practical difficulties" in complying with the official control. "Practical difficulties," as used in connection with the granting of a variance, means:

1. The property owner proposes to use the property in a reasonable manner not permitted by an official control;

2. The plight of the landowner is due to circumstances unique to the property not created by the landowner;
3. The variance, if granted, will not alter the essential character of the locality;
4. Economic considerations along do not constitute practical difficulties.

The City Council may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

VARIANCE APPLICATION CHECKLIST

1. Completed application form.
2. Application fee.
3. Plat/survey showing request.
4. A statement regarding the request.
5. One 11" x 17" reproducible copy of the plan.
6. Any additional material.

For the City of Champlin to accept an application submittal, all of the above information shall be submitted by the application deadline date. An incomplete application may delay the request with exceptions to the deadline only as approved by the City Planner. If you should have any questions on this application, please contact the City Planner at 763-923-7102 or schulte@ci.champlin.mn.us.

Note: If the erection or alteration of a building or structure as described in such variance has not been substantially completed within one (1) year of granting the variance, the variance shall become null and void unless a petition for extension has been completed. The petition must be filed with the City Planner no less than twenty (20) days before the expiration.