



Community Development  
Department  
1830 County Road B East  
Maplewood, MN 55109  
(651) 249-2300 | [www.MaplewoodMN.gov](http://www.MaplewoodMN.gov)

**Fee: \$500**

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## ADMINISTRATIVE VARIANCE FILING REQUIREMENTS

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Please email the following upon submission of your online application, unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner)
2. A site plan drawn to scale showing your lot lines and the location of existing and proposed buildings. Show all dimensions and any existing easements. At least one plan must be 8 ½" x 11". The city may require a certificate of survey if verification of existing building setbacks is needed.
3. State law requires that the City make two findings before granting a variance. **Include a separate statement showing how you would meet the following two findings:**
  - Strict enforcement of the City ordinances would cause undue hardship because of circumstances unique to your property. Undue hardship means that:
    - You cannot put your property to a reasonable use under City ordinances.
    - Your problem is due to circumstances unique to your property that you did not cause.
    - The variance would not alter the essential character of the area.
  - The variance would be in keeping with the spirit and intent of the ordinance.
4. A petition, signed by 100% of the adjacent property owners, approving the proposed variance. This includes property owners directly across the street. Be sure to include their addresses. Please note that submittal of the required signatures does not mean that the City will approve your request. If you cannot get these signatures, you must apply for a non-administrative variance.
5. Application fee of \$500. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

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## **ADMINISTRATIVE VARIANCE PROCEDURE**

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1. Submit the application using the [Accela Citizen Access portal](#).
2. The City will notify the adjacent property owners.
3. Ten days after notifying the adjacent owners, the City will notify you and the adjacent property owners of its decision.
4. If anyone appeals the decision within ten days, the Community Development Department Director will schedule a hearing before the City Council within thirty days of the appeal. If there are no appeals, the decision is final.