



**Community Development
Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300
www.MaplewoodMN.gov

Fee: \$500

ADMINISTRATIVE VARIANCE APPLICATION

Address of site:

| | |
|-----------------------|-----------|
| Applicant name: | |
| Contact person: | |
| Address: | Zip: |
| Telephone (work): | (mobile): |
| Email address: | |
| Interest in property: | |

| | |
|------------------------------|-----------|
| Property owner(s) of record: | |
| Address: | Zip: |
| Telephone (work): | (mobile): |
| Email address: | |

| |
|----------------------------|
| Legal description of site: |
| |

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

FILING REQUIREMENTS

You must provide all of the following items with your application:

- 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.
- 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.
- 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.
- Application fee of \$500. **This fee is non-refundable.** Make your check out to the City of Maplewood.

PROCEDURE

- Return this application to: Community Development Department
1902 County Road B East
Maplewood, MN 55109
- The City will notify the adjacent property owners.
- Ten days after notifying the adjacent owners, the City will notify you and the adjacent property owners of its decision.
- If anyone appeals the decision within ten days, the Community Development Department (CDD) Director will schedule a hearing before the City Council within thirty days of the appeal. If there are no appeals, the decision is final.