



Variance

Worksheet St. Louis County, Minnesota

About A variance allows the use of property in a manner otherwise forbidden by a zoning ordinance by varying one or more of the performance standards such as lot size, setbacks, etc.

Variances from official zoning controls are defined under Minnesota Statutes 394.27 and require the landowner to prove that the property could not otherwise be used or enjoyed in the proposed way by complying with ordinance requirements and that there will be no negative impact on surrounding properties.

It is advisable that you discuss your request with Planning and Zoning staff prior to submitting the application. Approval or denial of your request is dependent on the justification you provide in answering the questions on this application. For more information, check out our website at: www.stlouiscountymn.gov/departments-a-z/planning-zoning/land-use/apply-for-a-land-use-permit#la-101571440-variance.

APPLICANT

Applicant Name (Last, First)

VARIANCE REQUEST *Complete this form along with the Land Use Permit Application*

1. Describe what you are varying from and the situation that makes it difficult to comply with county ordinances?

2. Describe the intended/planned use of the property.

3. Describe the current use of your property.

4. Describe other alternatives, if any.

5. If approved, how will the proposed use, with the variance, fit into the character of the neighborhood/area?

6. Describe how neighboring properties and the use of those properties will be impacted by the proposed use with the variance.

7. Describe how negative impact to the local environment and landscape will be avoided.

8. Describe the expected benefits of a variance to use of this property.

9. Include additional comments that will clarify your request for the Planning and Zoning staff members and the Board of Adjustment.

OFFICE USE ONLY

Principal Structures	Principal Structure Additions	Accessory Structures	Accessory Structures Additions	Other
<input type="checkbox"/> Shoreline Setback <input type="checkbox"/> Property Line Setback <input type="checkbox"/> Lot Width <input type="checkbox"/> Height Limit <input type="checkbox"/> 40% of Lot Width <input type="checkbox"/> 55% of Lot Width <input type="checkbox"/> Bluff <input type="checkbox"/> 2nd Principal Structure <input type="checkbox"/> % Lot Coverage <input type="checkbox"/> Road Centerline Setback <input type="checkbox"/> Road Right-of-Way Setback <input type="checkbox"/> Lot width and/or Area	<input type="checkbox"/> Shoreline Setback <input type="checkbox"/> Road Centerline Setback <input type="checkbox"/> Road Right-of-Way Setback <input type="checkbox"/> Property Line Setback <input type="checkbox"/> One Addition Allowed <input type="checkbox"/> Allowable Size Exceeded <input type="checkbox"/> 40% of Lot Width <input type="checkbox"/> 55% of Lot Width <input type="checkbox"/> Height Limit <input type="checkbox"/> Foundation from Lake <input type="checkbox"/> Lot width and/or Area	<input type="checkbox"/> Shoreline Setback <input type="checkbox"/> Road Centerline Setback <input type="checkbox"/> Road Right-of-Way Setback <input type="checkbox"/> Property Line Setback <input type="checkbox"/> Lot Width and/or Area <input type="checkbox"/> Height Limit <input type="checkbox"/> Allowable Size Exceeded <input type="checkbox"/> Bluff	<input type="checkbox"/> Shoreline Setback <input type="checkbox"/> Road Centerline Setback <input type="checkbox"/> Road Right-of-Way Setback <input type="checkbox"/> Property Line Setback <input type="checkbox"/> Allowable Size Exceeded <input type="checkbox"/> Height Limit <input type="checkbox"/> Lot width and/or Area	<input type="checkbox"/> Subdivision Plat <input type="checkbox"/> Exceeding Lot Coverage <input type="checkbox"/> Exceeding Maximum Buildable Area <input type="checkbox"/> Other Standard Not Listed (Explain below)

CONTACT: Planning and Zoning Department

Technical Assistance Toll Free: 1-800-450-9777 Land Use Information www.stlouiscountymn.gov/land-use	Duluth Government Services Center 320 West 2 nd Street, Suite 301 Duluth, MN 55802 (218) 725-5000	Virginia Government Services Center 201 South 3 rd Avenue West Virginia, MN 55792 (218) 749-7103	Office Use Only Receipt # _____ Receipt Date _____ Payment Amount _____ Paid By _____
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Land Use Permit

WORKSHEET St. Louis County, Minnesota

About: Land Use Permits are required for most building construction activities. They are also required for a variety of other uses. For more information, check out our website at: www.stlouiscountymn.gov/land-use

WHAT ARE YOU APPLYING FOR *Check all that apply to the project.* **PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

#1 New Buildings Less than/equal to 1,200 square feet-\$175
Greater than 1,200 square feet-\$345

- ☐ Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. (Includes attached deck, if applicable.)
- ☐ Replacement of Existing Dwelling-Home, Mobile Home, Hunting Shack, or Cabin.
Will the old dwelling be removed from the property? ☐ Yes ☐ No

If yes, an affidavit must be filled out stating when the old dwelling will be removed.

If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.

- ☐ Accessory Dwelling-Guest cottage or bunkhouse. Must follow administrative standards.
- ☐ Accessory Structure- Garage, Pole Building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area.
- ☐ Water-oriented Accessory Structure- Boathouse, Sauna, Screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.
- ☐ Commercial Structure
- ☐ Other Principal Structure

#2 Other Construction/Change in Use-\$90

- ☐ Addition(s) to Dwelling
Is the dwelling location on a lake or river? ☐ Yes ☐ No
If Yes above, does the structure meet the required shoreline setback? ☐ Yes ☐ No If No, structure does not meet the shoreline setback, a performance standard permit or variance may be required. See box #4 or #7.
- ☐ Addition(s) to Accessory Structure
- ☐ New Deck Only or Deck Replacement
- ☐ Combination Addition(s) & Deck on the same structure
- ☐ Moving a Structure
- ☐ Sign
- ☐ Structure Alteration or Component Replacement
- ☐ Change in Use (i.e. converting an old cabin to storage)
- What will the new use of the structure be?
Explain the current and proposed use.
Current: _____ Proposed: _____
- Other-\$65**
- ☐ Permit extension beyond 2 years

#3 Subdivisions/Parcel Reviews
Additional Worksheets Required

- ☐ Plat-Minor Subdivision-\$685
- ☐ Conventional or Conservation Plat-Less than or equal to 3 lots-\$685
- ☐ Conventional or Conservation Plat-Greater than 3 Lots-\$1,375
- ☐ Lot Line Adjustment-\$90
- ☐ Parcel Review-\$90
- ☐ Performance Standard Subdivision-\$410

#4 Performance Standard-\$410
Additional Worksheets Required

- ☐ Borrow/Gravel Pit
- ☐ Home Business
- ☐ Land Alteration
- ☐ Nonconforming Structure Replacement
- ☐ Addition to a structure that does not meet shoreline setback
- ☐ Other

#5 Site Evaluation
☐ Site Visit/Evaluation-\$175

#6 Wetland Reviews
Additional Worksheets Required

☐ No Loss/Exemption/Replacement Plan-\$175

☐ Wetland Delineation Review-\$410

☐ Wetland Banking Plan Review-\$1,340

#7 Public Hearings
Additional Worksheets Required

- ☐ Administrative Appeal-\$1,350
- ☐ Environmental Assessment-\$1,200
- ☐ Conditional Use Permit-\$685
- ☐ Conditional Use Permit Rehearing-\$220
- ☐ Interim Use Permit-\$685
- ☐ Interim Use Permit Rehearing-\$220
- ☐ General Purpose Borrow Pit-\$685
- ☐ Variance-\$685
- ☐ Variance Rehearing-\$220
- ☐ Multiple Hearing (Variance/conditional use)-\$1,020
- ☐ Rezoning-\$685

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

<input type="checkbox"/> New Structure(s)	*Structure Type (Same as box #1 or 2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
<input type="checkbox"/> Structure Additions	*Structure Type (Same as box #2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet

***Indicates required field. Incomplete applications will be returned.**

CONTACT: Planning and Zoning Department

Technical Assistance
Toll Free: 1-800-450-9777
Land Use Information
www.stlouiscountymn.gov/land-use

Duluth
Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia
Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only

Receipt # _____

Receipt Date _____

Payment Amount _____

Paid By _____

Site Sketch Form

The sketch is to graphically illustrate your proposed project(s)

Draw and Label on Sketch (in feet)

- ☐ *All Structures on the Property and Dimensions
- ☐ *All Driveways, Access Roads, and Wetlands
- ☐ *All Proposed Structures and Dimensions

- ☐ *Distance of Proposed Structures to Shoreline (Closest Point)
- ☐ *Distance of Proposed Structures to Septic System and Tank
- ☐ *Distance of Proposed Structures to Property Lines
- ☐ *Distance of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF it has the required information indicated above.**

*Applicant Name:

*Site Address:

*PIN:



Sanitary Authority Use Only

Sanitary Review: (To be determined by appropriate sanitary authority.)

Will the proposal, as shown above, negatively impact the SSTS/sanitary line or replacement area? ☐ Yes ☐ No

Sign off:

Signature _____ Title _____