Variance After-the-Fact

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 Community Development 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/VarianceRequired

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 Community Development staff members and the Board of Adjustment.

IF YOU ARE RESPONDING TO A PERMIT VIOLATION, PLEASE ANSWER THESE ADDITIONAL QUESTIONS

10. Describe your reasons county zoning ordinance requirements were not followed.

11. Describe your effort to comply with the ordinance and to obtain a land use permit and/or other required permits.

12. Describe any substantial investments, construction and/or repairs made to the property before you discovered you needed a variance.

13. If there was construction or repair, on what date did it begin?

14. If there was construction or repair, on what date did it end?

15. Who performed the construction or repair work?

16. Was a survey of your property boundaries obtained?

17. Prior to the construction or repair work did you speak with anyone from the Planning and Community Development Department?

OFFICE USE ONLY

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

CONTACT: Planning and Community Development Department

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

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 _____

Land Use Permit

APPLICATION St. Louis County, Minnesota

Permit #

Permit #

About: This application is used to apply for a Land Use Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. For more information, see our website at: www.stlouiscountymn.gov/land-use

PROPERTY IDENTIFICATION NUMBER (PIN) *PIN is found on your Property Tax Statement*

*Primary PIN				-					-						Associated PIN				-					-					
Associated PIN				-					-						Associated PIN				-					-					

E.g. 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.
County Land Explorer: https://gis.stlouiscountymn.gov/landexplorer/ Property Lookup: http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/

APPLICANT

*Applicant Name I am a... ☐ Contractor ☐ Homeowner ☐ Other		*Daytime #	Date
*Applicant Address *Where to send permit.*	*City	*State	*ZIP
Applicant Email			
Contact Person *If applicable.*	Contact Person #		
Mailing Address *If different than above.*	City	State	ZIP
Email Address *Where to email permit. Providing an email address will expedite the time in which a permit is received by an applicant.*			

SITE INFORMATION

☐ Yes	☐ No	*Is there a site address for this property? (If no, the application will be forwarded to 911/Communications to assign one.)
If yes above, please list site address:		
☐ Yes	☐ No	*Is this leased property? If yes, leased from: ☐ MN Power ☐ MN DNR ☐ US Forest Service ☐ St Louis County ☐ Other
☐ Yes	☐ No	*Do you have written authorization from the leased property owner? If yes, you must attach written authorization form.
*How is the property accessed? ☐ Public Road ☐ Private Road ☐ Easement ☐ Water ☐ Other		

PROJECT INFORMATION

☐ Yes	☐ No	*Is this project on a parcel less than 2.5 acres?
☐ Yes	☐ No	*Is this project within 300 feet of a stream/river or 1,000 feet of a lake?
☐ Yes	☐ No	*Is this project adding a bedroom? **Include home, garage, & accessory dwelling.**
#		*Total # of bedrooms on property after project completion. **Include home, garage, & accessory dwelling.**
☐ Yes	☐ No	*Does this project include plumbing or pressurized water in proposed structure? If yes, please explain:
☐ Yes	☐ No	*Is the property connected to a municipal or sanitary district system?

If you answered "Yes" to any of the project information questions above, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. ***Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.*** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

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

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-$150
Greater than 1,200 square feet-$300

☐ 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-$75

☐ 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-$50
☐ Permit extension beyond 2 years

#3 Subdivisions/Parcel Reviews
Additional Worksheets Required

☐ Plat-Minor Subdivision-**$600**
☐ Conventional Plat-Less than or equal to 3 lots-**$600**
☐ Conventional Plat-Greater than 3 Lots-**$1,200**
☐ Conservation Plat-**$1,200**
☐ Lot Line Adjustment-**$75**
☐ Parcel Review-**$75**
☐ Performance Standard Subdivision-**$350**

#4 Performance Standard-$350
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-**$150**

#6 Wetland Reviews
Additional Worksheets Required

☐ No Loss/Exemption/Replacement Plan-**$150**
☐ Wetland Delineation Review-**$350**
☐ Wetland Banking Plan Review-**$1,050**

#7 Public Hearings
Additional Worksheets Required

☐ Administrative Appeal-**$1,050**
☐ Environmental Assessment-**$1,050**
☐ Conditional Use Permit-**$600**
☐ Conditional Use Permit Rehearing-**$200**
☐ Interim Use Permit-**$600**
☐ Interim Use Permit Rehearing-**$200**
☐ General Purpose Borrow Pit-**$600**
☐ Variance-**$600**
☐ Variance Rehearing-**$200**
☐ Multiple Hearing (Variance/conditional use)-**$900**

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

☐ 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

☐ 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.**

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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_____