



City of Richmond

VARIANCE APPLICATION

Family 1 2 3

City Code Section 107-45

City Code Section 107-45 states: “The City may impose conditions in the granting of variances to ensure compliance and to protect adjacent properties. “

In order for the application to be approved each of the following must be met:

1. The proposal is consistent with the Comprehensive Plan;
2. The proposal is in harmony with the purposes and intent of the zoning ordinances;
3. The proposal puts the subject property to use in a reasonable manner;
4. There are practical difficulties (undue hardship) in complying with the ordinance.
5. There are unique circumstances to the property which were not created by the landowner; and
6. The variance, if granted, will not alter the essential character of the locality.

State Statute 462.357, subd. 6(2) states: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. ‘Practical difficulties,’ ... means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. ... The Planning Commission may impose conditions in the granting of variances. A condition must be directly related to and bear a rough proportionality to the impact created by the variance.

REVIEW PROCESS

Application Deadline: completed application, fees and necessary documents must be received by the close of business on the last Tuesday of the month. The variance process takes about 6 weeks from deadline.

****incomplete applications **will not** be reviewed.

Review time: City hall staff will review the completed application
City Planner will draft findings of fact

Notification: Must Publish Notice at least 10 days before Public Hearing
Must mail notices to property owners within 350 feet of said property

Public Hearing: 4th Thursday of the month Planning Commission will hear all public hearings.

City Council Meeting: City Council will hear Planning Commission recommendations at the City Council meeting following the Public Hearing

SUBMISSION REQUIREMENTS

- Application Attached (complete)
- Scaled Site Plan, Landscape Plan, Grading and drainage plan
- Building Plans (survey plan with exterior building drawings acceptable if building contingent upon variance.
- Legal Description – word format
- Residential Fees include, but not limited to:
 - o \$150.00 - application
 - o \$46.00 – recording fees

Fees should made payable to the City of Richmond upon submittal of completed application

****** Variance applications must be received by the close of business on the last Tuesday of each month; applications received after this date cannot be heard at the Planning Commission meeting of the following month. ******



PROPERTY INFORMATION

PROPERTY ADDRESS (for this application)

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PROPERTY IDENTIFICATION NUMBER (for this application) and Zoning

PID:	City Zoning:
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LEGAL DESCRIPTION: attach if necessary, this must be the real legal not the county tax description

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APPLICANT/OWNER INFORMATION

APPLICANT

NAME:			
Address:	City:	State:	Zip:
Telephone	Fax:		
Email			

PROPERTY OWNER

Same as Applicant

NAME:			
Address:	City:	State:	Zip:
Telephone	Fax:		
Email			



VARIANCE REQUEST

CITY CODE/ORDINANCE SECTION: that is in question

SEC:
SEC

1. STATEMENT OF INTENT: State exactly what is intended to be done on or with the property which does not conform to City Code requirements:

2. Do SPECIAL CONDITIONS/CIRCUMSTANCES exist which are particular to the subject site or building?

3. Do SPECIAL CONDITIONS/CIRCUMSTANCES result from your own actions?

4. Please explain why this request qualifies as a 'PRACTICAL DIFFICULTY/UNIQUE HARDSHIP:

5. State reason the variance, if granted, WILL NOT ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY:

6. State your reasons for believing that the action(s) you propose to take IS/ARE IN KEEPING WITH THE SPIRIT AND INTENT OF THE RICHMOND ZONING CODE:

7. Explain HOW ECONOMIC CONSIDERATIONS (either to make more money or lessen expense) ARE NOT AN INFLUENCE IN SEEKING APPROVAL OF THE requested variance.

8. Will the granting of the variance:
Result in a condition which impairs an adequate supply of light and air to adjacent properties?

YES _____ NO _____

Diminish the established property values in the surrounding area?

YES _____ NO _____

Impairs the public health, safety, and welfare of the citizens of the City?

YES _____ NO _____

9. Could the GOAL BE ACCOMPLISHED WITH A SMALLER VARIANCE? YES _____ NO _____

EXPLAIN:

The applicant hereby acknowledges the Planning Commission and City Council may not permit as a variance any use that is not permitted under the ordinance for property in the zone where the affected person's land is located. The board may permit this as a variance.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

CITY USE ONLY

Rcvd Appl by:	Date Rcvd:	
Fee:	Check #:	Date Paid:
Public Hearing Date:		
Other:	Escrow:	Date Paid: