



City of Fifty Lakes

PLANNING & ZONING
40447 TOWN HALL RD | FIFTY LAKES, MN 56448
Phone: 218.763.3113 | Email: pz@fiftylakesmn.com

App#:	_____
Check#:	_____
Date:	_____
Fee:	_____
Rec'd by:	_____

VARIANCE PERMIT APPLICATION

Name of Applicant: _____

Phone: _____ Email: _____

Mailing Address: _____ City, State, Zip: _____

PID(s): _____ Zoning District: _____

Property Address: _____

Applicant is:

- ☐ Legal Owner
- ☐ Contract Buyer
- ☐ Option Holder
- ☐ Agent
- ☐ Other _____

Title Holder of Property:

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

State the nature of request in detail (what are you proposing for your property?)

Signature of Owner, authorizing application (required): _____

(by signing the owner is certifying that they have read and understood the instruction accompanying this application)

Signature of Applicant, (if different than owner): _____

(by signing the applicant is certifying that they have read and understood the instruction accompanying this application)

CITY OF FIFTY LAKES

PLANNING & ZONING

40447 TOWN HALL ROAD, BOX 125, FIFTY LAKES, MN 56448

Phone: (218) 763-3113 Fax: (218) 763-5113

VARIANCE APPLICATION REQUIREMENTS AND INFORMATION

Definition of a Variance A legally permitted deviation as provided in MNSS 462.357, subd. 6, from the provisions of the Land Use Ordinance as deemed necessary by the Board of Adjustment upon the showing of practical difficulties in complying with the provisions of the Land Use Ordinance, provided the deviation from the Land Use Ordinance with any attached conditions will still be in harmony with the general purposes and intent of the Land Use Ordinance and the variance is consistent with the City's Comprehensive Plan. Refer to Fifty Lakes Ordinance Section 3.07.

A **Certificate of Survey** signed by a licensed land surveyor **MUST** be submitted for all Variance applications, unless waived by the planning and zoning administrator. The survey requirements are attached on a checklist.

The following information needs to be submitted with the application:

- Certificate of Survey: (2) copies of the original survey (sheet not to exceed 22"x34") and (3) 11"x17" copy and (1) electronic copy.
- Signed application form
- Non-refundable application fee
- Building elevations (each side) sheet not to exceed 11" x 17"
- Building height shall be shown on building elevations as defined in Fifty Lakes Ordinances, sheet not to exceed 11" x 17"
- Floor plans (each level) sheet not to exceed 11" x 17"
- Certificate of Compliance or Septic System Design and Evaluation
- Completed questionnaire

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a Variance is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the above items has not been met, which will delay your start time for your project. If you have any questions please feel free to ask **PRIOR** to the application deadline; a question now may save time and money later.

Applicant or his/her agent should provide written responses and be prepared to discuss the following:

1. How will **reasonable** use of the parcel be deprived if the Variance is not granted?

2. What are the unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

3. Describe the character of the locality. How is this proposal consistent with the locality?

4. How is granting this Variance consistent with the intent of the City of Fifty Lakes Land Use Ordinance?

5. Are economic considerations alone the reason for requesting a variance?

6. What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

7. Please include any other comments pertinent to this request.

CITY OF FIFTY LAKES
PLANNING & ZONING
AUTHORIZED AGENT FORM

I hereby authorize _____
Agent / Contractor (Please Print)

Contractor's License Number

Contractor's Phone Number

To act as my authorized agent to: _____ Purchase zoning / sewer permits
_____ Apply for Variance, CUP, IUP or Subdivision
_____ Represent me at a public hearing
_____ Re-zoning

This Authorized Agent Form is valid until _____

This Authorized Agent Form is for the following project(s): _____

Real Estate Code _____ Section: _____

Site address _____

Property Owner(s) Signature _____ Date

Property Owner's last name (please print) _____

Property Owner's Phone Number _____

City of Fifty Lakes Planning & Zoning
40447 Town Hall Road Box 102
Fifty Lakes, MN 56448
218-763-3113 FAX 218-763-5113
PZ50LAKES@EMILY.NET

CITY OF FIFTY LAKES

PLANNING AND ZONING COMMISSION

CERTIFICATE OF SURVEY CHECKLIST FOR A VARIANCE

This checklist is to be used by the Land Surveyor as guidance when preparing a Certificate of Survey for submittal. The existing conditions information shall be located by field observations during the survey and shown on the Certificate of Survey. This information shall be included for the property surveyed. Proposed conditions must be prepared and drawn on survey by licensed surveyor or civil engineer.

EXISTING CONDITIONS AND REQUIREMENTS

- ____ 1. Legal Description
- ____ 2. Boundary Monuments shall be visible
- ____ 3. Location and perimeter dimensions, to the nearest foot, of all structures, including principal buildings, outbuildings, sheds, decks, fences and signs
- ____ 4. Location of the septic system(s)
- ____ 5. Location of the well(s)
- ____ 6. Location of retaining wall(s)
- ____ 7. Location of visible utilities including poles, pedestals, transformer boxes, etc
- ____ 8. Location of existing ingress, egress drives and parking areas
- ____ 9. Location of and dimensions of all existing easements affecting the property
- ____ 10. Location and differentiation of all other impervious areas, such as, sidewalks, patios, stairways and lifts
- ____ 11. Impervious surface calculations: The total area, in square feet and as a percentage of the total lot area, shall be shown for both the existing and proposed impervious surfaces on the Property
- ____ 12. Elevations to depict a 2-foot contour interval with spot elevations to show the lowest floor elevation of all structures and the lowest adjacent grade of all structures to the nearest tenth of a foot
- ____ 13. Elevation of top of foundation (top of block)
- ____ 14. Location of all wetlands on the property; Wetlands shall be delineated by a Certified Wetland Specialist
- ____ 15. Location of the Ordinary High Water Level (OHWL) line, if the property adjoins public water. This line shall be located by elevation and tied to the boundary lines of the property
- ____ 16. A Bench Mark shall be established on the Property
- ____ 17. Location of any visible encroachments from or onto the property
- ____ 18. Location and width of adjoining public streets or public and private road easements
- ____ 19. Location of significant vegetation that would be affected by the application
- ____ 20. The current zoning classification of the Property and adjoining properties – verify zoning classification with City of Fifty Lakes.
- ____ 21. Building setback lines in accordance with current City Ordinances
- ____ 22. The E911 address and the Tax Property Identification Number (PID) for the Property shall be shown on the Certificate of Survey
- ____ 23. North Arrow, Basis of Bearings, Vertical Datum, Written Scale and Bar Scale shall be shown; The Scale of the drawing shall be of a size to legibly depict all items required; More than 1 sheet may be used

PROPOSED CONDITIONS AND REQUIREMENTS

- ____ 1. Location, dimensions, width and purpose of proposed easements that affect or serve the Property.
- ____ 2. Location and dimensions of proposed structures, including principal buildings, outbuildings, sheds, decks, fences and signs.
- ____ 3. Location of proposed septic system (2 soil borings per proposed lot)
- ____ 4. Elevation of top of foundation (top of block) and lowest floor elevation
- ____ 5. Location of proposed retaining wall(s)
- ____ 6. Location and dimensions for proposed ingress, egress and parking areas
- ____ 7. Stormwater management: Flow direction of runoff water and location for storage of runoff water with runoff calculations meeting drainage and stormwater management requirements of the City Ordinance
- ____ 8. Proposed changes to existing contours.
- ____ 9. Impervious surface calculations: The total area, in square feet and as a percentage of the total lot area, shall be shown for the proposed changes.
- ____ 10. Other items that are deemed significant and that could affect the property or adjoining properties by proposed application as deemed necessary by the Zoning Administrator, Planning and Zoning Commission, and/or City Council.