

P.O. Box 550
102 Front Street North
Barnesville, MN 56514



Phone: (218) 354-2292
Fax: (218) 354-2472

APPLICATION FOR VARIANCE
APPLICATION FEE: \$150

APPLICANT NAME	DATE
MAILING ADDRESS	
STREET ADDRESS	
TELEPHONE	
OWNER NAME	
LEGAL DESCRIPTION	
CURRENT USE	
VARIANCE REQUEST	
APPLICANT SIGNATURE	DATE
OWNER SIGNATURE	DATE

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VARIANCE PROCESS

A variance is defined as: "a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. As used in the zoning ordinance, a variance is authorized only for area, size of structure, size of yards, setback and side yard requirements, and parking requirements; establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or adjoining zoning districts."

The following process is applicable to a variance request:

1. An application for a variance would have to be completed and submitted with the application fee. An application for a variance would have to be completed and submitted with the application fee at least 21 days prior to the next regular meeting of the planning commission. This deadline will allow the zoning administrator time to review the request and the 10-day hearing notice requirement to be met. Proof of title may also be requested. Along with the application you are required to submit any applicable floor plans, footprints, and/or elevations to scale, including dimensions and site plans showing property line setbacks. These all become the property of the city .
2. Your application will be reviewed by the zoning administrator and you will be notified within 10 days if additional information is needed.
3. A public hearing will be held at the next regular meeting of the planning commission once the 10-day notice requirement has been met. To meet this requirement, 10 days prior to the hearing a notice of the public hearing will be published in the official newspaper and written notice will be mailed to all property owners within 350 feet of the property in question.
4. At the public hearing, the planning commission will accept written and verbal comments concerning the variance. They will consider possible adverse effects and shall have the authority to request additional information from the applicant or to retain expert testimony with the consent of, and at the expense of, the applicant. The applicant and/or a representative may appear before the planning commission in order to answer questions concerning the application. The planning commission will then make a finding of fact and recommend such conditions relating to the request as they deem necessary to carry out the intent and purpose of the city's zoning ordinance.
5. The application will be placed on the agenda of the next available regular or special meeting of the city council. The council may:
 - a. Hold another public hearing; or
 - b. Refer the matter back to the planning commission; or
 - c. Approve the variance, with any conditions attached, as recommended by the planning commission; or
 - d. Approve the variance with any condition the council deems necessary to protect the public health, safety, and welfare; or
 - e. Reject the application.

The council has 60 days from the date the application was originally filed to act on the request.