

VARIANCE

APPLICATION SUBMITTAL CHECK LIST

- Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property. This information can be obtained from the Washington County Assessor's office (651-430-6090).
- Attach a written narrative explaining the reason for the application.
- Complete the "Response to Ordinance Criteria" form.
- Attach the property survey and a site plan, drawn to scale, showing all existing and proposed improvements.
- Submit the \$200.00 application fee. (Note: The variance application fee is increased to \$800.00 for projects started prior to obtaining city approvals.

APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining the application, and application fee.
- The City will notify property owners within 500 feet.
- The City will publish the public hearing notice.
- Planning Staff will prepare the staff report.
- The Planning Commission holds the public hearing.
- Planning Commission and staff's recommendations forwarded to City Council.
- Action by City Council.
- The City will record the resolution with Washington County.
- Variance must be used within one (1) year.

**CITY OF COTTAGE GROVE
VARIANCE APPLICATION
RESPONSE TO ORDINANCE CRITERIA**

To aid in the application review process, please give a DETAILED response to the following criteria. Your ability to meet these findings are what the Planning Commission and City Council are required, in part, to base their review on, so be specific.

In order to grant a variance, all of the following findings must be met:

A. There are unique conditions that apply to the structure or land in question that do not apply generally to other structures or land in the same zoning district. Please list the conditions that are unique.

B. The granting of a variance must not merely serve as a convenience to the applicant, but must be necessary to alleviate a demonstrable hardship or difficulty. Please identify the hardship or difficulty.

C. Granting the variance must neither impair the public health, safety, comfort, or morals in any respect, nor be contrary to the intent of the Zoning Ordinance or the Comprehensive Plan. Please identify any potential impact the requested variance may have.

Economic hardship is not regarded by the Courts as a reason for approval. Neighborhood opposition, without any basis of facts, is not regarded by the Courts as reason for either approval or denial.