

LAND USE AND VARIANCE APPLICATION
CITY OF DELLWOOD
111 WILDWOOD ROAD, WILLERNIE, MN 55090
Phone/Fax: (651) 429-1356

Please complete the entire form to ensure proper application and publication. (See attached for further information). Allow for sufficient time for publication of Notice of Public Hearing.

Owner/Applicant: _____

Site Address: _____

Daytime Phone Number(s): _____

Email/Fax Number: _____

Mailing Address: _____

Legal Description: _____

Total Area of Property in Acres: _____

Description of Request: _____

Property Owner's Signature

Date of Application

NATURE OF REQUEST:

- Conditional Use Permit
- Conditional Use Permit Amendment
- Variance
- Interim Use Permit
- Lot Split
- Rezoning & Text Amendment
- Planned Unit Development
- Grading Plan
- Grading Plan Amendment
- Plats
- Vacation of Street
- Permitted Home Occupation
- Special Home Occupation (with CUP)

FOR OFFICE USE ONLY

Case No. _____

Zoning: _____

Fee: \$ _____

Receipt No. _____

APPLICATIONS FOR VARIANCE AND CONDITIONAL USE PERMITS (CUP) WILL NOT BE PROCESSED WITHOUT THE FOLLOWING:

Submit with all requests:

Two copies of Site Plan of proposed request, drawn to scale (1" = 20") showing the following:

- a. Arrow indicating north;
- b. Location of structure(s) and parking on lot;
- c. Adjacent Street names;
- d. Setbacks from all lot lines, ordinary highwater mark, septic system and wells;
- e. Use of proposed structure(s) and parking;
- f. Setbacks and use of adjacent structures;
- g. Dimensions of proposed structure including square footage of all useable space;
- h. Impervious surface calculations;
- i. Other information as required by the Zoning Code.
- j. Ponds and Wetland Areas.

Proposed building elevations and floor plans for all levels.

Landscaping, lighting, utility, and grading and drainage plans for most new development.

____ photographs of above described plans, reduced to 11"x17".

A written narrative describing the request and why the City should approve the request.

For a Variance, please cite the specific Code deviation being requested and list the conditions unique to the subject property which prevent compliance with the Zoning Code. Variances from zoning standards may be granted in cases of practical difficulty, which means that the property in question cannot be put to a reasonable use under the conditions allowed in the Zoning Code due to circumstances unique to the property and not created by the landowner. Economic considerations alone shall not constitute a practical difficulty. Please address the standards listed in the Comprehensive Zoning/Shoreland Management Ordinances, Chapter 152.

Applications for Variances and Conditional Use Permits require a public hearing after published and mailed notice.

An Abstractor's Certificate of Ownership for all properties within 350 feet of the above property must be furnished showing property owners' names and mailing addresses.

If a Lot Split, please provide a Certificate of Survey.

NOTES:

- 1. The Applicant shall pay for additional mailings and publication costs when the Applicant requests a tabling or continuation of his/her case.**
- 2. You are encouraged to discuss your proposal with adjacent property owners before you submit a formal application.**
- 3. In most cases, the City will direct the City Sewer Inspector to submit a written report concerning the effect, if any, which the requested action, if approved, may have upon the proper working of the on-site septic system.**

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SITE SURVEY REQUIREMENTS

The Zoning/Shoreland Management Ordinance, Chapter 152, may require a Certificate of Survey for lots proposed for development in the City. In order to avoid problems and delays which may occur due to lack of adequate survey information, the following must be included in each certified survey submitted by a licensed land surveyor for a proposed permit. Incomplete surveys will be rejected and the permit will be held until all information has been included.

- All lot property lines with bearings and distances to scale (show scale of drawing)
- All lot corner elevations
- A directional north arrow
- Property building location(s) with dimensions from all lot lines
- The Street and Street name on which the lot fronts
- The proposed driveway access location(s), width and type of surfacing
- The garage floor and lowest floor elevations
- First floor elevations of adjoining structures
- Proposed spot elevations of finished grade around all structures
- Property legal description
- Site address and owner/builder
- Land surveyors stamp and signature with address/telephone number
- All existing structures and utilities, as well as proposed utility locations (specify easement types)
- Proposed drainage arrows or grade contours
- Invert elevations for storm and sanitary sewers
- Locations and elevations of all ponds/lakes/low areas and wetlands.
- Denote 100 year high water elevation of ponds and lakes (check with Engineering Department for high water levels)
- Proposed locations of well and/or septic systems with a spot elevation at the septic system locations, primary and secondary.
- Retaining walls with spot elevations at each side along wall
- All other lot improvements
- Contours of neighboring properties to ensure proper drainage
- Front setbacks of neighboring structures
- Attach Abstractor's Certificate of Ownership for all properties within 350 feet of the above property.