



APPLICATION CHECKLIST

Variance

THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WITH LAND USE APPLICATION

Project Name: _____

Please indicate in the column labeled “*Applicant to Complete*” on which plan sheet or in which document the required information can be found.

VARIANCE		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	Yes	No	NA
1.	Signed Land Use Application Form				
2.	Application Fees: An application fee and escrow deposit are required per the City of Lino Lakes Fee Schedule.				
3.	Three (3) sets of large scale plans. (We do not need printed copies of specifications, reports or other written materials.)				
4.	Electronic PDF copies via email, FTP site or flash drive of all plans, specifications and other written materials.				
5.	Variance Submittal Requirements:				
6.	Proof of title and contract/purchase agreement and/or property owner signature on the application form when applicable.				
7.	Certificate of survey: Prepared by a licensed land surveyor identifying the following: The Community Development Department may waive the certificate of survey when the survey will not provide information relevant to the variance necessary to review the application.				
8.	Scale (engineering only) at not less than one (1) inch equals one hundred (100) feet.				

VARIANCE		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	Yes	No	NA
9.	North point indication.				
10.	Existing boundaries with lot dimension and lot area.				
11.	Existing buildings, structures and improvements.				
12.	Easements of record.				
13.	Delineated wetland boundary, to include the OHWL of any lakes or DNR waters.				
14.	All encroachments.				
15.	Legal description.				
16.	Graphic information, plans, specifications, or other materials that illustrate the requested variance.				
17.	Narrative description of how the application complies with the variance criteria listed below.				
18.	Other Graphic Information: such as plans, specifications or other materials that illustrate the requested variance.				
19.	Criteria and Findings of Fact: No variance shall be granted unless it meets <u>all</u> the following criteria. The City shall make findings regarding compliance with these criteria.				
20.	a. The variance shall be in harmony with the general purposes and intent of the ordinance.				
21.	b. The variance shall be consistent with the comprehensive plan.				
22.	c. There shall be practical difficulties in complying with the ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ordinance. 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.				

VARIANCE		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	Yes	No	NA
23.	d. The plight of the landowner shall be due to circumstances unique to the property not created by the landowner.				
24.	e. The variance shall not alter the essential character of the locality.				
25.	f. A variance shall not be granted for any use that is not allowed under the ordinance for property in the zoning district where the subject site is located.				
26.	g. In accordance with MN Stat. 462.357, Subp. 6, variances shall be granted for earth sheltered construction as defined in MN Stat. 216C.06, Subd. 14, when in harmony with the zoning ordinance.				