

## VARIANCE PROCEDURES

### City of Milaca

#### THE APPLICANT IS RESPONSIBLE FOR:

1. Submitting all filing requirements to the City Zoning Administrator at least 20 days prior to the regular Planning Commission meeting at which the review is to be held.

*All the required information must be received before the application will be placed on a Planning Commission meeting agenda.*

#### GENERAL FILING REQUIREMENTS

1. Completed application for Variance.
2. A nonrefundable fee of \$200.00
3. Legal description of property
4. Depending on the variance requested, the following may be required:
  - a) 16 copies of a Site Plan.
  - b) 16 copies of a Sign Plan.
  - c) 16 copies of any other appropriate plans or drawings.
5. A narrative explaining the purpose of the request, the exact nature of the variance, and the justification for the request.
6. Such other information as the Planning Commission, Zoning Administrator, or City Council shall find necessary.

CITY STAFF IS RESPONSIBLE FOR:

1. Public hearing notice published at least ten (10) days before the Planning Commission meeting at which time the request will be heard.
2. Notice sent at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet.
3. Variance request placed on Planning Commission agenda for review.
4. Staff report prepared recommending either approval or denial and forwarded to Planning Commission at least three (3) days prior to hearing.
5. Planning Commission holds the public hearing, reviews request and sends recommendation to City Council.
6. Request placed on succeeding City Council agenda, with staff report and recommendations from the Planning Commission.
7. City Council acts on request; approving, approving with stipulations, or denying.
8. If approved, the City Council shall adopt the appropriate resolution granting the variance.
9. Department notifies applicant in writing of City Council decision. If the request is denied, reasons will be given.
10. The date of adoption by the City Council becomes the effective date of the variance.

*Updated: March 2005*

# CITY OF MILACA



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[www.cityofmilaca.org](http://www.cityofmilaca.org)

## APPLICATION FOR VARIANCE

Application is hereby made for a Variance from (description of variance)

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Address of Property: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Telephone: (       ) \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Applicant Telephone: (       ) \_\_\_\_\_

The following information is submitted in support of the application as described on the attached "Variance Procedures":

Completed Application for Variance

Fee of \$200

Legal Description of property attached

Depending on the variance requested, the following may be required:

\_\_\_\_\_ 16 copies of a Site Plan

\_\_\_\_\_ 16 copies of a Sign Plan

\_\_\_\_\_ 16 copies of any other appropriate plans or drawings

A narrative explaining the purpose of the request, the exact nature of the Variance, and the justification of the request.

Other

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I fully understand that all of the above required information must be submitted at least 20 days prior to the Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments/Revisions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Received By:

City Agent's Signature \_\_\_\_\_

Date \_\_\_\_\_