



Community Development Department  
12800 Ravine Parkway South  
Cottage Grove, MN 55016  
[www.cottagegrovemn.gov](http://www.cottagegrovemn.gov)

Planning Division  
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## VARIANCE

### APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Provide the complete legal description of the property in Word format and the property identification number.
- 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.
- Email the above information to [CGSubmittals@cottagegrovemn.gov](mailto:CGSubmittals@cottagegrovemn.gov).
- Submit the \$255 application fee. (Note: The variance application fee is increased to \$875 for projects started prior to obtaining city approvals.) Payment can be made over the telephone with a credit card; mailing a check; or in person via check, cash, or credit card.

### APPLICATION REVIEW PROCESS

- Applicant submits application, exhibits, narrative explaining the application, application fee, and escrow.
- The City determines if application is complete.
- 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 year.

## VARIANCE APPLICATION – RESPONSE TO ORDINANCE CRITERIA

The Planning Commission and City Council may recommend a variance from the strict application of the zoning ordinance, if they find that your application meets the findings below. Please provide a DETAILED response to all of the following findings:

1. The variance is in harmony with the purposes and intent of this title. Please circle: Yes      No

2. The variance is consistent with the comprehensive plan. Please circle: Yes      No

3. The proposal puts the property to a reasonable use. Please explain.

4. There are unique circumstances to the property not created by the landowner. Please identify these circumstances.

5. The conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally to other property within the same zoning classifications. Please list the conditions that are unique.

6. The purpose of the variance is not based exclusively upon a financial hardship. Please circle: Yes      No

7. The granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located. Please circle: Yes      No

8. The proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety. Please identify any potential impact the requested variance may have.

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

Applicant Name: \_\_\_\_\_

Case #: \_\_\_\_\_