



## VARIANCE (Section 51.02 Subd. D) Development Application Help Sheet

A checklist of background information and submission requirements for processing of Variance is provided below. Should there be an item that is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

### PROCEDURES

- ☐ Review the Delano Subdivision Ordinance – Variance
- ☐ Meet with City Staff and Planner to discuss the proposal
- ☐ Application filed concurrently with submission requirements as set forth below
- ☐ Application filed concurrently with an application fee and escrow

### REQUIRED DOCUMENTS

- ☐ Development Permit Application
- ☐ Deposit Agreement
- ☐ Detailed written materials, maps, plans, and specifications to include the following:
  - ☐ One (1) large-scale copy (one (1) inch equal to one hundred (100) feet or less)
  - ☐ One (1) reduced scale copy (11x17 or smaller) of detailed graphic materials
  - ☐ Electronic copy emailed to [pbauman@delanomin.gov](mailto:pbauman@delanomin.gov)
- ☐ Proof of title and contract/purchase agreement and/or property owner signature on the application form when applicable.
- ☐ Certificate of survey
- ☐ Graphic information
- ☐ Narrative description

Additional documents may be required:

- ☐ Additional large-scale and electronic copies shall be provided for each of the following, if applicable:
  - ☐ Project is adjacent to a county road or county state-aid highway (1 copy)
  - ☐ Project is adjacent to a state highway (2 copies)
  - ☐ Project lies within a Shoreland or Floodplain Overlay District (1 copy)

- A. Certificate of survey prepared by a licensed land surveyor identifying the following: The City may waive the certificate of survey when the survey will not provide information relevant to the variance necessary to review the application.
  1. Scale (engineering only) at one (1) inch equals one hundred (100) feet or less.
  2. North point indication.
  3. Existing boundaries with lot dimensions and lot area.
  4. Existing buildings, structures, and improvements.
  5. Easement of record.
  6. Delineated wetland boundary, to include (OHWL) of any lakes or DNR waters.
  7. All encroachments.
  8. Legal description.
- B. Graphic information, plans, specifications, or other materials that illustrate the request of the variance.
- C. Narrative description that sets forth the reasons the variance is justified in order to make reasonable use of the land, structure, or building and that the variance is the minimum variance required.