

# COLUMBIA HEIGHTS

## VARIANCE APPLICATION - SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Variance application.

VARIANCE DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Plans to be submitted should include (20) 11 x 17 copies to scale, and a PDF file of full plan set submitted digitally (including application and narrative). <b>Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.</b>	
2. Photograph(s) showing location of proposal.	
3. Samples or photographs of building materials.	
4. Show adjacent roadways.	
5. Show north point indication.	
6. Date of plan preparation.	
7. Dates and description of all revisions.	
8. Scale of plan in both text and graphical format. (engineering scale only, at 1"=50" or less).	
9. Legend of all symbols, abbreviations, and linework either in one centralized location or on each sheet.	
10. Engineering/architectural certification, in conformance with the State of Minnesota requirements, on each sheet.	
<b>Application form</b>	
1. Completed application, with fee. (Application signed by both property owner and applicant).	
2. Detailed narrative.	
<b>Variance Site Plan</b>	
1. Vicinity map.	
2. Survey	
3. An accurately scaled site plan showing the location of proposed and existing buildings.	
4. Landscape plan.	
5. Elevation views and renderings of all proposed buildings and structures, specifying building materials.	
6. Grading and Drainage Plan with existing and proposed two-foot contours and all other features as required.	
7. All other site features.	

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## AGENCY APPROVALS CHECKLIST

DOCUMENTS AND REQUIREMENTS	RECEIVED
<b>Grading</b>	
MnDNR	
US Army Corp of Engineers	
MPCA-NPDES (>1 acres disturbed)	
Watershed District (when directed)	
<b>Sanitary Sewer</b>	
MPCA – Sewer extension	
Met Council Waste Water Services (Send MPCA Permit and Location Map)	
<b>Watermain</b>	
MN Department of Health	
<b>Storm Sewer</b>	
MnDNR	
<b>Miscellaneous</b>	
Anoka County – Access/Entrance; Utility Drainage; Other	
MnDOT – Access/Entrance; Utility/Drainage; Other	
Other _____	
Other _____	

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The purpose of the Variance is to provide a means of departure from the literal provisions of this article. Variances may be granted when the applicant for the variance establishes that there are practical difficulties complying with the Zoning Ordinance. It is not the intent of this section to allow a Variance for a use that is not permitted within a particular zoning district.

## Required Findings

**Required findings:** The City Council shall make each of the following findings before granting a Variance from the provisions of this article:

- (a) Because of the particular physical surroundings, or the shape, configuration, topography, or other conditions of the specific parcel of land involved, strict adherence to the provisions of this article would cause practical difficulties in conforming to the Zoning Ordinance. The applicant, however, is proposing to use the property in a reasonable manner not permitted by the Zoning Ordinance.
- (b) The conditions upon which the variance is based are unique to the specific parcel of land involved and are generally not applicable to other properties within the same zoning classification.
- (c) The practical difficulties are caused by the provisions of this article and have not been created by any person currently having a legal interest in the property.
- (d) The granting of the Variance is in harmony with the general purpose and intent of the Comprehensive Plan.
- (e) The granting of the Variance will not be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements in the vicinity.

**Conditions of Approval:** The City Council may establish any reasonable conditions of approval that are deemed necessary to mitigate adverse impacts directly associated with granting of the variance and to protect neighboring parties.