

**CITY OF EMILY**  
**VARIANCE APPLICATION**

Please read the Variance Application in its entirety before submitting the application. Applications must be submitted 30 days before the Planning Commission meeting. The full Land Use Ordinance is available at City Hall and online at [www.emilymn.com](http://www.emilymn.com).

**WHAT IS A VARIANCE?**

A Variance is a legally permitted deviation from the provisions of the Ordinance as deemed necessary by the Planning Commission when the be impractical because of circumstances related to lot size, shape, topography or other characteristics of the property. The deviation from the Ordinance, with any attached conditions, must still be in keeping with the spirit and intent of the Ordinance. Variances cannot be given to create a land use that is not permitted in a zone.

The Planning Commission must consider the following when evaluating a Variance application:

- A. The applicant establishes that there are practical difficulties, as defined in this ordinance, in complying with the official control, and
- B. The plight of the landowner is due to circumstances unique to the property not created by the landowner, and
- C. The strict interpretation of the Ordinance would be impractical because of circumstances relating to lot size, shape, topographic or other characteristics of the property not created by the land owner, and
- D. The deviation from the Ordinance with any attached conditions will still be in keeping with the spirit and intent of the Ordinance and the Comprehensive Plan, and
- E. The Variance will not create a land use not permitted in the zone, and
- F. The Variance will not alter the essential character of the locality, and
- G. The Variance is not for economic reasons alone, but reasonable use of the property does not exist under the Ordinance.

**APPLICATION:**

- A. Applicant shall complete Variance Application provided by Zoning Administrator and submit to the Zoning Administrator **30 days** prior to scheduling Public Hearing.
- B. Application shall be accompanied by a copy of a Site Plan Drawing complete with, as a minimum, the information stated on the Variance Checklist.
- C. Application shall be accompanied by application fee of \$500 made payable to the City of Emily and a recording fee of \$46 made payable to the Crow Wing County Recorder (recording fee is returned if the application is denied). **These fees do not cover the Land Use Permit, which must be filed separately, if necessary.**
- D. The Planning Commission holds their monthly meeting on the first Tuesday of the month at 6:00 PM at City Hall. There is no January meeting.

**REVIEW:**

- A. The Zoning Administrator reviews the application for completeness and assigns a reference number to the application, plans and any other attachments. The applicant will be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Variance Application and supporting documents, the Zoning Administrator shall schedule a Public Hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the Public Hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall approximately one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.
- E. It may be necessary for Planning Commission Members and/or City Staff to enter the subject property in order to become familiarized with the variance request. By submitting the variance application, the property owner is allowing Planning Commission Members and City Staff entrance to the subject property without direct consent.

**ACTION:**

- A. The Planning Commission shall hold a Public Hearing on the Variance Application.
- B. At the conclusion of the Public Hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision on the application. The application can be approved, denied, or tabled in order to gather additional information.
- C. Appeals of the Planning Commission decision are made to the City Council.

**CITY OF EMILY**  
**VARIANCE APPLICATION**

APP # \_\_\_\_\_

Date \_\_\_\_\_

Fee \_\_\_\_\_

(for office use only)

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address (E911#) \_\_\_\_\_ Local Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(if different than above)

City, State, Zip \_\_\_\_\_

Applicant is:

Title Holder of Property (*if other than applicant*)

Legal Owner

Contract Buyer

Option Holder

Agent

Other \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Signature of Owner, authorizing application (*required*) \_\_\_\_\_

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (*if different than owner*): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) \_\_\_\_\_

Zoning District \_\_\_\_\_, Lake Name (if applicable) \_\_\_\_\_

What are you proposing for the property? State nature of request in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Emily City Code of Ordinances Chapter 152.156, the applicant should be prepared at the Public Hearing to explain the unique hardship for the proposed Variance. A hardship is defined as a condition whereby the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if reasonable use for the property exists under the terms of the Ordinance. Please complete all of the following questions:

(1) What are the unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

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(2) How is granting this Variance consistent with the intent of the City of Emily Land Use or Subdivision Ordinance?

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(3) How will **reasonable** use of the parcel be deprived if the Variance is not granted?

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(4) What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

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(5) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

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(6) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

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(7) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

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(8) Describe the impact on the character of the neighborhood in which the property is located.

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(9) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

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(10) Discuss any environmental limitations of the site or area.

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(11) Please include any other comments pertinent to this request.

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## VARIANCE CHECKLIST

- \_\_\_\_\_ Completed application, including signature of property owner
- \_\_\_\_\_ Fees (\$500 application fee payable to the City of Emily + \$46 recording fee payable to Crow Wing County)
- \_\_\_\_\_ Sewer Compliance Inspection Report (if SSTS)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ No outstanding violations
- \_\_\_\_\_ Site Plan (8.5" x 11" minimum size preferred) as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator) \*
  - \_\_\_\_\_ Legal Description of Site
  - \_\_\_\_\_ Size of parcel and dimensions
  - \_\_\_\_\_ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - \_\_\_\_\_ Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
  - \_\_\_\_\_ Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
  - \_\_\_\_\_ Proposed landscaping and screening plans (required)
  - \_\_\_\_\_ Proposed Drainage Plan (required)
  - \_\_\_\_\_ Location of the subject property (a copy of the tax map can be used)
  - \_\_\_\_\_ Name of record owner/title holder of property
  - \_\_\_\_\_ Approximate location of existing and proposed water courses, wooded areas and other significant physical features
  - \_\_\_\_\_ Approximate location of any proposed signs

*\* Under certain circumstances, the Planning Commission may require a professionally prepared property survey, stormwater management plan, and/or landscaping plan.*

**CITY OF EMILY PLANNING AND ZONING OFFICE**

**CONTACT INFORMATION**

Planning and Zoning Administrator: Brittney Cotner  
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Emily, MN 56447

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