



16319 Kettle River Blvd. • Columbus, MN 55025  
phone: (651) 464-3120  
website: ColumbusMN.us

APPLICATION FOR CONSIDERATION OF CONDITIONAL USE PERMIT, INTERIM USE PERMIT  
RE-ZONING, SITE PLAN REVIEW, VARIANCE

APPLICANT:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ (Alt.): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

OWNER: (If other than applicant)

Name: \_\_\_\_\_ Phone (work) \_\_\_\_\_ (Alt.) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Additions(s) \_\_\_\_\_

Existing use of property: \_\_\_\_\_ Present zoning: \_\_\_\_\_

Action Requested: Please check (✓) Re-zoning \_\_\_\_\_ Site Plan Review \_\_\_\_\_ Variance \_\_\_\_\_

Conditional Use Permit \_\_\_\_\_ Interim Use Permit \_\_\_\_\_ SSTS Administrative Variance \_\_\_\_\_

Other (fill in) \_\_\_\_\_

Description of and reason for request (attach additional information and requirements if necessary)

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

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

## Variance Information

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A zoning ordinance variance is required to provide relief to a property owner when the strict enforcement of zoning regulations for lot size, setbacks, parking requirements, etc., imposes a practical difficulty on the petitioner or denies the petitioner the reasonable use of his land. Variance(s) will be granted only to provide relief in unusual situations that were not intended or foreseen when the zoning ordinance was adopted and, if granted, will not alter the essential character of the locality. Economic loss is seldom a unique situation and is generally not considered a valid difficulty if reasonable use for the property exists under the terms of the ordinance.

### HOW DO I OBTAIN A VARIANCE?

There is a non-refundable fee required to process your application. Please contact City Hall for fee amount.

After it has been determined that a variance is required, you will need to submit:

1. A completed application form which includes: name, address and telephone number of the applicants; legal description of the property; and a survey if the legal description is other than either a regular platted Lot or simple fractional share of a land section.
2. Site Plan.
3. Description of the nature of the variance requested.

4. Letter demonstrating that a practical difficulty exists and why a variance should be granted.
5. The required fee.

A variance may be granted by the City Council only in the event that the following circumstances exist:

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other properties in the same district under the terms of this ordinance.
2. The literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
3. That the special conditions and circumstances do not result from the actions of the applicant.
4. That the difficulty is not created solely by economic considerations.
5. That granting the variance will not alter the essential character of the area or community.
6. That granting the variance will not result in a use that is otherwise not permitted in the zoning district.
7. That the applicant proposes to use the property in a reasonable manner.

- 8. That the terms of the variance are consistent with the Comprehensive Plan.
- 9. That the variance, if granted, is in harmony with the intent and purpose of the Zoning Ordinance.

After all the information has been received, the application will be forwarded to the Planning commission. The Planning Commission will hold a public hearing. Following the hearing, the Planning Commission will make a recommendation to the Board of Adjustments and Appeals as to whether the variance should be granted. In the City of Columbus the City Council sits as the Board of Adjustments and Appeals and is the final arbiter of Zoning matters arising under the City Code.

### **ONCE I RECEIVE A VARIANCE, HOW LONG IS IT IN EFFECT?**

If the work, as granted by the variance, is not completed within one year of approval of the variance, the variance expires. The applicant can petition for an extension to complete the work. An extension request must be filed with the City Administrator of the City of Columbus thirty (30) days before the expiration of the variance. The City Council will decide the granting of the extension.

### **HOW CAN I GET MORE INFORMATION ON VARIANCES OR ANY OTHER ZONING QUESTIONS?**

If you have any questions about the information in this handout, please contact the City Administrator at (651) 464-3120. You can also e-mail your questions to [cityadministrator@ci.columbus.mn.us](mailto:cityadministrator@ci.columbus.mn.us)

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***A variance shall not be granted unless the Board of Adjustment and Appeals makes specific findings of fact based on the particular evidence presented to it, and the City Council determines that these findings support conclusions that the applicant has met the variance standards.***

***This information is a guide to the most common questions. It is not intended nor shall it be considered a complete set of requirements.***



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### CHECKLIST FOR APPLICATION FOR A VARIANCE

#### Please submit the following to the City Administration Offices:

- \_\_\_ 1. Submit a completed application form with all of the following information:
  - Name
  - Address and telephone number of the applicants and property owner if not same person(s) or entity(s).
  - A legal description of the property and a land survey **ONLY IF** the legal description is other than either a regular platted Lot or simple fractional share of a land section.
  - A description of the nature of the variance that is being requested.
  
- \_\_\_ 2. Submit a Site Plan for your property. (*See Sample Site Plan*)
  
- \_\_\_ 3. Submit a narrative statement detailing that **practical difficulty** exists and why a variance should be granted. (*Please see the information packet for description of what constitutes practical difficulty*)
  
- \_\_\_ 4. Pay the required fee of \$150 at the time of your application. This fee is non-refundable.

