

CITY OF PAYNESVILLE ~ VARIANCE APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: _____

Contact Person: _____ Email Address: _____

Mailing Address: _____

Telephone No.: _____ Parcel No.: _____

Property Address: _____

Legal Description: Lot: _____ Block: _____ Addition: _____

ZONE: _____

EXISTING USE OF PROPERTY: _____

Application Fee: \$250.00
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

IS THE VARIANCE NEEDED TO REPLACE AN EXISTING STRUCTURE OR ADD AN ADDITIONAL STRUCTURE? _____

IF REPLACING, IS THE EXISTING STRUCTURE NON-CONFORMING? _____

DESCRIPTION OF REQUEST: (use separate sheet if needed)

DRAWING OF PROPOSED VARIANCE: (use separate sheet)

Application Must Include:

- A site plan showing existing lot lines and dimensions as well as lot area, all easements, all public streets, and private right of ways bordering and adjacent to the site, the use and location of all adjacent property.
- The specific feature or features of the proposed use, construction, or development that requires a variance.
- Specific provisions of Ordinance from which a variance is sought and the precise variance there from being sought.
- Statement of characteristics of the property that prevent compliance with the provisions of the Ordinance.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

All Property Owners Must Sign This Application

Date

For office use only:

Application Fee: \$250.00 (non-refundable)

For office use only: Cash _____

Check No. _____

Date Paid _____

Present To Planning Commission Date: _____

Board of Adjustment Set Public Hearing Date: _____

Board of Adjustment Public Hearing Date: _____

Board of Adjustment Makes Determination Date: _____

PLANNING COMMISSION ACTION:

Recommended to Board of Adjustment

Approved

Denied

Date: _____

BOARD OF ADJUSTMENT ACTION:

Approved

Denied

Date: _____

Date Received In Office:
(Stamp)

8/29/2019