



VARIANCE APPLICATION

City of New Ulm Community Development Department

100 North Broadway
New Ulm, Minnesota 56073
Web Site: www.newulmmn.gov
Email: communitydev@newulmmn.gov

Telephone: (507) 359-8245
Fax: (507) 359-9752
Hours: M-F 8 a.m. - 4:30 p.m.

APPLICATION FEE: \$200.00 Make check payable to "City of New Ulm."
Application fee must be provided at the time of application.

Date received: _____
Fee paid: _____

Please print.

APPLICANT

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ PHONE NUMBER: _____

PROPERTY OWNER (If different from Applicant)

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ PHONE NUMBER: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

FULL LEGAL DESCRIPTION: _____

ACREAGE/SIZE: _____

CURRENT ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____

DESCRIPTION OF PROPOSED PROJECT: _____

SPECIFY THE SECTION OF THE CITY CODE FROM WHICH A VARIANCE IS SOUGHT: _____

EXPLAIN HOW YOU WISH TO VARY FROM CITY CODE REQUIREMENTS (If more space is needed, attach a separate sheet.): _____

AUTHORITY TO FILE APPLICATIONS

Unless otherwise specified in the City Zoning Ordinance, applications may be initiated by:

1. The owner of the property that is the subject of the application;
2. The owner's authorized agent;
3. The City

VARIANCE APPLICATION AND REVIEW PROCEDURES

The City's established Variance Application and Review Procedures can be found in its full extent in Section 2.4.F of Appendix A (Zoning Ordinance) of the City Code.

DETAILED APPLICATION REQUIREMENTS

All Variance Applications shall be in accordance with Section 2.3, General Review Procedures and Requirements of the Zoning Ordinance.

In addition to the general review requirements, applications for a Variance shall include the following:

1. A written narrative demonstrating that the review criteria for a Variance as identified in Section 2.4 (C) (5) of the Zoning Ordinance have been met.
2. A site plan of the property showing all information necessary to allow the City to determine conformance with all zoning provisions, and to evaluate or calculate the specific Variance being requested. Information shall include but not be limited to:
 - a) Property and structure setbacks;
 - b) Setback dimensions/measurements;
 - c) Locations and dimensions of parking areas and access points.
3. If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application in addition to a site plan.
4. Any other information that may be reasonably required by the City to evaluate the application.

APPLICATION

Applications are to be submitted to the Community Development Department. Offices are open Monday through Friday from 8:00 AM to 4:30 PM.

DEADLINE FOR APPLICATION

Complete applications need to be submitted to the Community Development Department at least 15 days before the Planning Commission meeting. This allows the City of New Ulm time to notify surrounding property owners of the date of the hearing and details of the variance and meet public hearing noticing requirements as provided by State Law.

NOTICE OF PUBLIC HEARING

Notice is mailed to all property owners that are located within 350 of the site. Notice is mailed 10 days prior to the hearing.

MEETINGS AND PUBLIC HEARINGS

Meetings of the Planning Commission are scheduled on the last Thursday of the month. Meetings are held at 4:30 PM in the City of New Ulm Council Chambers, 100 North Broadway. The Planning Commission may approve, deny or amend the variance request and establish conditions to ensure compliance with the request and protect surrounding property owners.

STAFF REPORT

After review of the application and site visit, staff will prepare a report to the Planning Commission. This report, along with support documentation, are sent to the Planning Commission in advance of the meeting. Commission members may visit the site before the meeting. All application materials, emails and written information are public information, and may be used in the staff report and distributed to the public.

REQUIREMENTS FOR APPROVAL

The City' Zoning Ordinance provides standards to evaluate your Variance request. An incomplete application will not be accepted. Please answer the following questions as they relate to your request. (If more space is needed, attach a separate sheet.)

1. In your opinion, is the variance in harmony with the purposes and intent of the City's Zoning Ordinance?
Yes () No () Why or why not? _____

2. In your opinion, is the variance request consistent with the City's Comprehensive Plan?
Yes () No () Why or why not? _____

3. In your opinion, does the proposal put property to use in a reasonable manner not permitted by the City Zoning Ordinance?
Yes () No () Why or why not? _____

4. In your opinion, the request will not impair adequate supply of light and air to adjacent property, unreasonably increase congestion of public streets, increase the danger of fire, substantially diminish property values and will not be materially detrimental to the public health, safety or welfare, or injurious to the property or improvements in the zoning district or neighborhood in which the property is located?
Yes () No () Why or why not? _____

5. In your opinion, are the physical surroundings, lot size or shape, topography, water conditions, or other physical conditions unique to the property?
Yes () No () Explain. _____

6. In your opinion, the unique circumstances related to the property do not generally apply to other properties or buildings in the same zoning district or vicinity?
Yes () No () Explain. _____

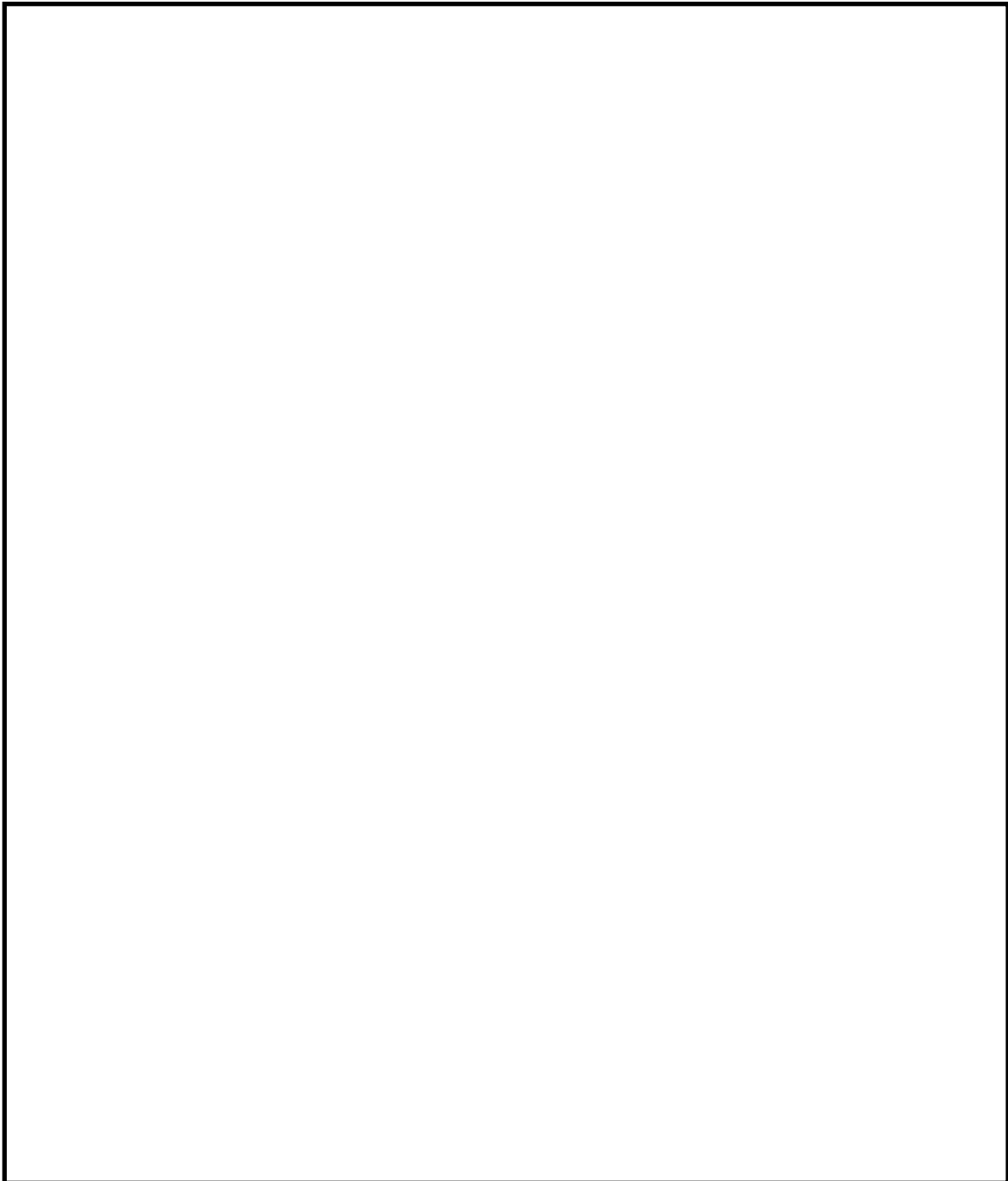
7. In your opinion, the unique circumstances related to the property were not created by the owner of the property?
Yes () No () Why or why not? _____

8. In your opinion, the variance will not alter the essential character of the locality?
Yes () No () Why or Why Not: _____

9. In your opinion, is your variance request the minimum amount necessary to eliminate the practical difficulties?
Yes () No () Why or why not? _____

10. In your opinion, economic considerations alone do not constitute reasonable use of the property ?
Yes () No () Why or why not? _____

SITE DRAWING



In order to grant a Variance, the Planning Commission and City Council must make a finding that the Variance request complies with the above standards. The Applicant has the burden of proof to show that all of the standards listed above have been satisfied.

The undersigned certifies that he/she is familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances. (Both signatures are required if the Applicant is not the Property Owner.)

Applicant's Signature

Date

Property Owner's Signature

Date