



Variance Application
 Planning and Zoning Department
 37028 County Rd 66, Crosslake, MN 56442
 218.692.2689 (Phone) 218.692.2687 (Fax) www.cityofcrosslake.org

Receipt Number: _____ Permit Number: _____

Property Owner(s): _____

Mailing Address: _____

Site Address: _____

Phone Number: _____

E-Mail Address: _____

Parcel Number(s): _____

Legal Description: _____

Sec _____ Twp 137 Rge 26 / 27 / 28

Lake/River Name: _____

Do you own land adjacent to this parcel(s)? ____ Yes ____ No

If yes list Parcel Number(s) _____

Authorized Agent: _____

Agent Address: _____

Agent Phone Number: _____

<u>Variations</u>	
(Check applicable requests)	
<input type="checkbox"/>	Lake/River Setback
<input type="checkbox"/>	Road Right-of-Way Setback
<input type="checkbox"/>	Bluff Setback
<input type="checkbox"/>	Side Yard Setback
<input type="checkbox"/>	Wetland Setback
<input type="checkbox"/>	Septic Tank Setback
<input type="checkbox"/>	Septic Drainfield Setback
<input type="checkbox"/>	Impervious Coverage
<input type="checkbox"/>	Accessory Structure
<input type="checkbox"/>	Building Height
<input type="checkbox"/>	Patio Size
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Signature of Property Owner(s) _____ Date _____

Signature of Authorized Agent(s) _____ Date _____

- All applications must be accompanied by a signed Certificate of Survey
- Fee \$500 for Residential and Commercial Payable to "City of Crosslake"
- No decisions were made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial of applications is determined by the Planning Commission/Board of Adjustment at a public meeting as per Minnesota Statute 462 and the City of Crosslake Land Use Ordinance.

For Office Use:

Application accepted by _____ Date _____ Land Use District _____

Lake Class _____ Septic: Compliance _____ SSTS Design _____ Installation _____



AUTHORIZED AGENT FORM

I hereby authorize (print) _____ to act as my authorized agent in dealing with Crosslake to obtain the following:

- _____ Land Use Permit _____ Shoreland Alteration Permit
_____ Septic Permit _____ Subdivision Approval
_____ Public Hearing

For the following property:

Site Address _____

Section # _____ Township #137 Range # 27 28

Parcel Number(s) _____

Recorded Document Number –Contract for Deed (If applicable) _____

_____/_____
Property Owner Signature / Printed Name Date

Property Owner Phone Number

Authorized Agent Phone Number

Authorized Agent's Mailing Address



Practical Difficulty Statement

Pursuant to City of Crosslake Ordinance Article 8 – Variances may be granted when it is found that strict enforcement of the Land Use Ordinance will result in a “practical difficulty”.

Please answer the following questions regarding the “practical difficulty” for your variance request.

1. Is the Variance request in harmony with the purposed and intent of the Ordinance?
Defer to the Board of Adjustment
2. Is the Variance consistent with the Comprehensive Plan?
Defer to the Board of Adjustment
3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?
Why?
4. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?
Why?
5. Will the issuance of a Variance maintain the essential character of the locality?
Why?
6. Does the need for a Variance involve more than economic considerations?
Why?



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Defer to the Board of Adjustment

2. Is the Variance consistent with the Comprehensive Plan?

Defer to the Board of Adjustment

3. Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?

Why?

Yes, the property is a lake lot on a corner with two road setbacks. This makes the lot unable to meet the setback requirements. The owner wants to attach a garage, and put a guest cottage above. This will combine the contents of three existing buildings, (two of the buildings are currently located on the road right of way) into one garage. It will also allow the storage of boat trailers inside. Because of the lot building envelope of the property there is no other location available to build a garage without encroaching on the lake or the drain field.

4. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Why?

Yes, a previous owner built the cabin in the 1940's before the zoning codes or road setbacks existed. As a result the cabin is located and situated in such a way as to make it hard to build an attached garage without locating it closer to the lake or encroaching on both of the road setbacks.

5. Will the issuance of a Variance maintain the essential character of the locality?

Why?

Yes, by building this garage it will allow me to remove the three other existing storage buildings, and combine the contents into only one building. Two of the buildings that will be removed are on the current road right of way. The new triple garage will match the three adjacent garage properties of the neighbors. The three neighbors have an attached single garage, a triple garage and an attached four-place garage. By combining the old storage buildings into one attached garage this will maintain the essential character of the neighborhood.

6. Does the need for a Variance involve more than economic considerations?

Why?

Yes, by building a new attached garage I will be able to eliminate the encroachment of the old existing single garage and the metal storage building on Harbor Trail (Rush Lake Avenue) right of way. The new building will need a variance for the road setback, but the new building will be significantly farther away from the current Road than the existing buildings. By placing the attached garage where I propose, it is located as far from the lakeshore as possible. I would much rather encroach on the road setback than build closer to the lakeshore.



VARIANCE APPLICATION

Crosslake City Hall
37028 County Road 66, Crosslake, MN 56442
Phone: (218) 692-2689 Fax: (218) 692-2687
Email: crosslakepz@crosslake.net
Website: www.cityofcrosslake.org

1. All items on all pages must be completed in ink and submitted in an application before it will be processed. Incomplete applications will not be accepted and will be returned to the applicant(s).
2. The application must be submitted in the current property owner's name. If using an agent, an "Authorized Agent Form" must be submitted with the application. The land owner or agent must sign the variance application.
3. A Certificate of Survey must be submitted with the variance application according to Article 8 of the City of Crosslake Code of Ordinances. All information listed below must be on the survey:
 - Property boundary with dimensions shown including square footage of parcel;
 - Buildable area;
 - Location, size and height dimensions of all existing and proposed structures/additions;
 - Location of all wells (existing and proposed) and septic systems;
 - Location and size of existing and proposed driveways, roads and easements;
 - Nonconforming structure setbacks including all pertinent dimensions;
 - Two foot contours
 - Existing and proposed impervious surface calculations;
 - Bluff or steep slopes;
 - Ordinary high water elevation;
 - Delineated wetlands;
 - Stormwater Management Plan according to Article 20 of the City of Crosslake Code of Ordinances;
 - No-Maintenance Shoreline Buffer according to Article 19 of the City of Crosslake Code of Ordinances;
4. Complete the Practical Difficulty Statement
5. Include the \$500.00 non-refundable application fee. Make check payable to "City of Crosslake"
6. Accurate parcel ID#s must be given. (Parcel IDs are shown on your tax statement).
7. Locate and mark your property lines or lot corner monuments and stake out or flag the proposed project area(s) so they are clearly visible to the Planning Commission/Board of Adjustment for the on-site.
8. A current certificate of compliance (C.O.C) for your septic system(s) or a septic system design is required. A (C.O.C) is needed for any application not proposing a new sewer structure, altering an existing structure or added bedroom(s) in an existing structure. If you application proposed any or all of these three listed items, then a new septic system design must be submitted showing room on your lot for a septic system that will meet sizing requirements for the proposed construction. If you apply between Nov. 1 – April 30 and the ground is frozen so a compliance inspection cannot be done then a Septic Compliance/Inspection Agreement must be submitted in lieu of a current (C.O.C).
9. All applicants and/or authorized agents are required to attend a Development Review Team meeting prior to submitting a complete application.

10. When the application and all accompanying plans have been completed, you can mail or deliver the information to the Crosslake Planning and Zoning Office, Crosslake City Hall, 37028 County Road 66, Crosslake, MN 56442. The appropriate fee must accompany all applications. Please make check payable to City of Crosslake.
11. You will be notified by mail as to the date and time of the hearing on your application.
12. If your variance application is approved, you must still obtain all necessary permits before starting your project(s).
13. The applicant is responsible for securing any other local, state or federal permits that may be required. If the application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetland Conservation Act and U.S. Army Corps of Engineers regulations.
14. No decisions will be made on an applicant's request at the DRT meeting. Submittal of an application after DRT does not constitute approval. Approval or denial of application is determined by the Planning Commission/Board of Adjustment at a public meeting as per Minnesota Statute 462 and the City of Crosslake Zoning Ordinance.
15. The Administrator shall have discretion to determine whether an application may be forwarded to the Planning Commission/Board of Adjustment without an accompanying Certificate of Survey. A determination by the Administrator that a Certificate of Survey is not necessary shall be made in writing on a form approved by the City Council for this purpose. The form shall specifically set forth the facts upon which the determination was made, and a copy of said form, signed by the Administrator, shall be forwarded to the City Council and to the Planning Commission/Board of Adjustment.

The applicant or agent hereby makes application for a variance agreeing to do all such work in accordance with all City of Crosslake Ordinances. Applicant or agent agrees that application, site plan and other attachments submitted herewith are true and accurate. Applicant or agent agrees, that in making application for a variance, applicant grants permission to City of Crosslake, at reasonable times to enter applicant's premises to determine compliance of that application with any applicable county, state or federal ordinances or statues. If any of the information provided by the applicant in his/her application is later found or determined by the City to be inaccurate, the City may revoke the permit/variance based upon the supply of inaccurate information.

I have fully read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

Signature of owner(s) _____ Date _____

Signature of authorized agent _____ Date _____