



1584 Hadley Avenue North  
Oakdale, MN 55128

Contact: Planning  
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Phone: 651.730.2720  
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Application Date:	
Fee: <b>\$250</b>	Escrow: <b>NONE</b>

## VARIANCE (ADMINISTRATIVE)

A variance is a request to depart from the literal provisions of the Ordinance in instances where their strict enforcement would cause practical difficulties. Variances shall only be permitted when they are in harmony with the general purposes and intent of the Ordinance and when the variances are consistent with the comprehensive plan.

Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Ordinance. "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Conditions may be imposed in the granting of variances. Such conditions shall be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall be granted for any use that is not allowed under the Ordinance for property in the zone where the affected person's land is located.

Variances may be granted administratively by the Community Development Director for the placement of individual single- or two-family dwellings or their accessory structures when the amount of the variance does not exceed a five (5) foot deviation from the minimum requirements and when the applicant submits a Variance Request Supplement form signed by all landowners within 100 feet of the subject property, each signer supporting the variance request.

<b>PARCEL IDENTIFICATION NO (PIN):</b>		<b>COMPREHENSIVE PLAN FUTURE LAND USE:</b>
<b>LEGAL DESCRIPTION:</b>		<b>ZONING DISTRICT:</b>
<b>SITE ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: E-Mail:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>DESCRIPTION OF REQUEST (ATTACH ADDITIONAL SHEET IF NECESSARY):</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
1. <a href="#">25-3-700 Procedure; Variance</a>		

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made prior to staff reviewing the variance request. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan:</b> A scalable site plan, no larger than 11"x17", must be submitted which demonstrates the following

Application for: **VARIANCE (ADMINISTRATIVE)**  
City of Oakdale

		<ul style="list-style-type: none"> <li>▪ Property dimensions</li> <li>▪ Grading plan</li> <li>▪ Landscaping, including location of significant trees and/or woodlands</li> <li>▪ Location of utilities</li> <li>▪ Location of existing and proposed buildings (including total square footage, footprint and dimensions to lot lines)</li> <li>▪ Location of existing and proposed curb cuts, driveways and access roads</li> <li>▪ Existing and proposed parking, off-street loading areas (if applicable)</li> <li>▪ Easements (if applicable)</li> <li>▪ Sidewalks and trails</li> </ul> <p><b>COPIES: 2 copies 11" x 17" or 8 1/2" x 11" format; digital copy (PDF) preferred</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses and signatures of ALL owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	Variance application form completed
<input type="checkbox"/>	<input type="checkbox"/>	Variance Request Supplement from signed by all the landowners within 100 feet of the subject property, each signer supporting the variance request.
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$250

**MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Survey of the property:</b> A certified land survey may be required if the variance extends within five (5) feet of the property line. An official survey, by a licensed surveyor, shall be submitted with the application. The survey shall be scalable and in an 11" x 17" or 8 1/2" x 11" format.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
<input type="checkbox"/>	<input type="checkbox"/>	Any other information which may be deemed necessary to make proper decision.

*We, the undersigned, have read and understand the above.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if different than applicant)

\_\_\_\_\_  
Date