



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE
 635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063
 (320) 216-4220 • (800) 450-7463 Ext: 4220 • Fax (320) 591-1640

VARIANCE APPLICATION

Petitioner Information

Property Owner: _____ Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Email: _____
 Daytime Phone: _____ Other Phone/Fax: _____

Site Information

Site Address or Location: _____
 Size (In Acres) _____ Parcel ID Number _____
 Existing Land Use _____ Current Zoning _____

Description of variance request: _____

- **Is the proposed use allowed in the Land Use District in which the subject property is located?** Yes / No
- **Is the variance in harmony with the comprehensive plan?** Yes / No
- **If granted, will the variance alter the essential character of the locality?** Yes / No
- **Does a practical difficulty exist that prevents the applicant from complying with the ordinance?** Yes / No
A practical difficulty is established when the applicant proposes to use the property in a reasonable manner not permitted by the ordinance or when the variance request is due to circumstances unique to the property not created by the landowner. Economic considerations alone do not constitute practical difficulties.

Description of practical difficulty: _____

I understand that by signing this form that the property in question may be visited by county staff and/or board/commission members during normal business hours throughout the petition process. I certify that the information and exhibits submitted are true and correct to the best of my knowledge

Signature of Property Owner: _____ **Date:** _____

Date Stamp Here If
 Checklist Is Complete



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VARIANCE CHECKLIST

1. _____ Completed Application Form.
2. _____ \$500.00 Application Fee, payable to "Pine County Zoning".
3. _____ Proof of Ownership (Deed or Title insurance policy).
4. _____ Beneficiary disclosure statement for property held in trust.
5. _____ Plot plan with details regarding the requested variance, including location of all existing and proposed structures, well and septic, easements of record, and distances from property lines, rights-of-way, and ordinary high water level (if applicable).

FEE PAID: _____ CHECK #: _____ RECEIPT #: _____