



Board of Zoning Appeals Information

The Board of Zoning Appeals (BZA) is a forum for public discussion. The board members, appointed by the Mayor with the consent of the City Council, are comprised of private citizens who live in St. Paul. Any questions about the process can be directed to the zoning administration office at 651-266-9008.

The board meets on Mondays, every other week. All items to be placed on the agenda must be submitted at least three weeks prior to the hearing date. The public hearing is held at 3:00 pm in Room 330 of the City Hall/Courthouse. It is highly recommended that the applicant or their representative attend the hearing. Interested parties may attend the hearing and speak during the public comment portion(s) or submit written comment to express their opinions.

The board hears **two types of requests**: [*Variances*](#) and [*Appeals of Administrative Decisions*](#).

VARIANCE REQUESTS

The BZA shall have the power to grant variances from the strict enforcement of the provisions of this code if they determine that all of the **required findings** listed below are met:

Required findings:

1. The variance is in harmony with the general purposes and intent of the zoning code.
2. The variance is consistent with the comprehensive plan.
3. The applicant has established that there are practical difficulties in complying with the provision and that the property owner proposes to use the property in a reasonable manner not permitted by the provision. Economic considerations alone do not constitute practical difficulties.
4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
5. The variance will not permit any use that is not allowed in the zoning district where the affected land is located.
6. The variance will not alter the essential character of the surrounding area.

In granting a variance, the board or commission shall make written findings stating the grounds upon which the variance is justified. Inadequate access to direct sunlight for solar energy systems constitutes a practical difficulty in finding one (1) above.

APPEALS OF ADMINISTRATIVE REVIEW

The BZA has the authority to hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision or refusal made by the Zoning Administrator in carrying out or enforcing any provision of the zoning code. Applications must be filed within 10 calendar days of the action being appealed.

FILING INFORMATION

A complete Variance Application contains the following:

1. A filing fee
2. An application form (signed and dated)
3. A site plan drawn to a legible and verifiable scale. Elevations and floor plans drawn to scale including the amount of glazing shown may be required, including for all new residential dwellings and additions
4. Property lines must be verified by a survey or stake for setback or lot coverage variances
5. A letter stating why the applicant believes an error has been made (only applies for Administrative Reviews).

***** Applications missing the above filing information will not be accepted.**

Fee Schedule for Variances and Appeals:

Minor variance: \$442

A modification of a provision regulating a **one-family detached** dwelling and pertaining specifically to construction of a fence, a deck, a swimming pool, an accessory building, or an addition to the main building when the addition is not to convert the building for use by more than one (1) family.

Major Variance

Signs: \$547

New One-Family Dwelling: \$547

Duplex: \$547

Multi-family Residential: \$589

Commercial, Industrial, Institutional: \$856

Appeals

An appeal of decision made by the Zoning Administrator (Administrative): \$547

An appeal of a decision made by the Board of Zoning Appeals: \$462

For any application made for any development commenced without first obtaining all required permits and approvals, the fees listed above shall be doubled, to a maximum additional fee of one thousand fifty dollars (\$1,050.00), to offset costs associated with investigating, processing and reviewing applications for such development.

PUBLIC HEARING NOTIFICATION

All property owners within 350 feet (100 feet for minor variances) of the subject site as well as the Citizen Participation District Council are mailed a public hearing notice 10 days prior to the hearing. It is suggested that the applicant contact the community organizer for the Citizen Participation District Council prior to the variance hearing to see if they want to discuss the matter at one of their meetings. Anyone may submit a letter, petition, etc., or appear at the hearing to give verbal testimony about the case, either in support or in opposition. If the person making a verbal testimony wants to provide additional evidence, the city must be given a copy of the material prior to or at the hearing, not afterwards. This is required for record keeping. This includes PowerPoints, videos, or pictures. The zoning staff prepares a staff report for each case and makes a recommendation to the BZA for approval or denial of the requested variance, a copy of which is sent to the applicant before the hearing.

Since this is a public hearing, any written comment or testimony that is submitted to the BZA for consideration must include the following:

- Name and address of the person writing the letter
- Reference the address, file number, or applicant that is applying for the variance(s)
- State which variance requests that you would like to comment on

TIME LIMIT

If a variance is granted by the BZA, the applicant has two (2) years to establish the use. The Zoning Administrator may grant an extension not to exceed one (1) additional year, but this request must be made in writing to the Zoning Administrator before the two (2) years expires.

APPEALING A DECISION MADE BY THE BOARD OF ZONING APPEALS

A decision made by the BZA may be appealed by anyone affected by such decision to the City Council within 10 calendar days following the date of the BZA's decision (Federal holidays, with the exception of Columbus Day, are not included in the 10-calendar day appeal period). An Appeal application and the required filing fee of \$462 can be dropped-off in person or mailed to:

Zoning Administrator
Department of Safety and Inspections
375 Jackson Street, Suite 220
St. Paul, MN 55101

SIGN VARIANCES

If the applicant is applying for a variance from any sign requirements, the applicant must answer how the following findings are met:

1. The sign request is due to unusual conditions pertaining to sign needs for a specific building or lot.
2. The sign would not create a hazard.
3. The sign would not be objectionable to adjacent property owners.
4. The sign would not adversely affect residential property through excessive glare and lighting.
5. The sign is in keeping with the general character of the surrounding area.

In addition, the applicant must also state how the requested sign variance meets the standard findings required for all variances:

1. The variance is in harmony with the general purposes and intent of the zoning code.
2. The variance is consistent with the comprehensive plan.
3. The applicant has established that there are practical difficulties in complying with the provision, that the property owner proposes to use the property in a reasonable manner not permitted by the provision. Economic considerations alone do not constitute practical difficulties.
4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
5. The variance will not permit any use that is not allowed in the zoning district where the affected land is located.
6. The variance will not alter the essential character of the surrounding area.



ZONING VARIANCE APPLICATION

To Board of Zoning Appeals
Dept. of Safety & Inspections
Zoning Section
375 Jackson St., Suite 220
Saint Paul, MN 55101-1806
(651) 266-9008

To Planning Commission
Dept. of Planning & Econ. Dev.
Zoning Section
1400 City Hall Annex, 25 W 4th St.
Saint Paul, MN 55102-1634
(651) 266-6583

Zoning Office Use Only	
File #	_____
Fee Paid \$	_____
Received By / Date	_____
Tentative Hearing Date	_____

APPLICANT

Name	_____						
	<i>(must have ownership or leasehold interest in the property, contingent included)</i>						
Address	_____	City	_____	State	_____	Zip	_____
Email	_____	Phone	_____				
Name of Owner (if different)	_____	Email	_____				
Contact Person (if different)	_____	Email	_____				
Address	_____	City	_____	State	_____	Zip	_____

PROPERTY INFO

Address / Location	_____			
PIN(s) & Legal Description	_____			
	<i>(attach additional sheet if necessary)</i>			
	Lot Area	_____	Current Zoning	_____

VARIANCE REQUEST: Application is hereby made to the Board of Zoning Appeals (or to the Planning Commission with another zoning application) for variance from the following section(s) of the Zoning Code _____
_____. State the requirement and variance requested. _____

SUPPORTING INFORMATION: Explain or demonstrate the following. Attach additional sheets if necessary.
1. Practical difficulties in complying with the provision of the code from which a variance is requested, and that the property would be used in a reasonable manner not permitted by the provision.
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
3. The variance will not permit any use that is not allowed in the zoning district in which the property is located.
4. The variance will not alter the essential character of the surrounding area.
<input type="checkbox"/> Required site plan is attached
<input type="checkbox"/> If you are a religious institution you may have certain rights under RLUIPA. Please check this box if you identify as a religious institution.

Applicant's Signature _____ Date _____



Variance Application Checklist

Please use the checklist below to ensure your application is completed and ready for submittal. *

- Application
- Required Fee (See below)
- Explanation of Request / Required Findings
- Sign Variance Findings (If a sign variance is being requested)
- Site Plan (Drawn to scale)
- Elevations (Drawn to scale)
- Certified Survey or Property Pins Identified on Site Plan

Fee Schedule:

Minor variance: \$442

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* Please note, Minnesota State 15.99 states that an agency must approve or deny within 60 days an application relating to zoning, septic systems, watershed review, soil and water conservation district review, or expansion of the metropolitan urban service area for a permit, license, or other governmental approval of an action. Failure of an agency to make a decision within 60 days results in automatic approval of the request. If an agency determines that the request is incomplete the application will be returned with a letter explaining why it is incomplete within 15 business days of the request.

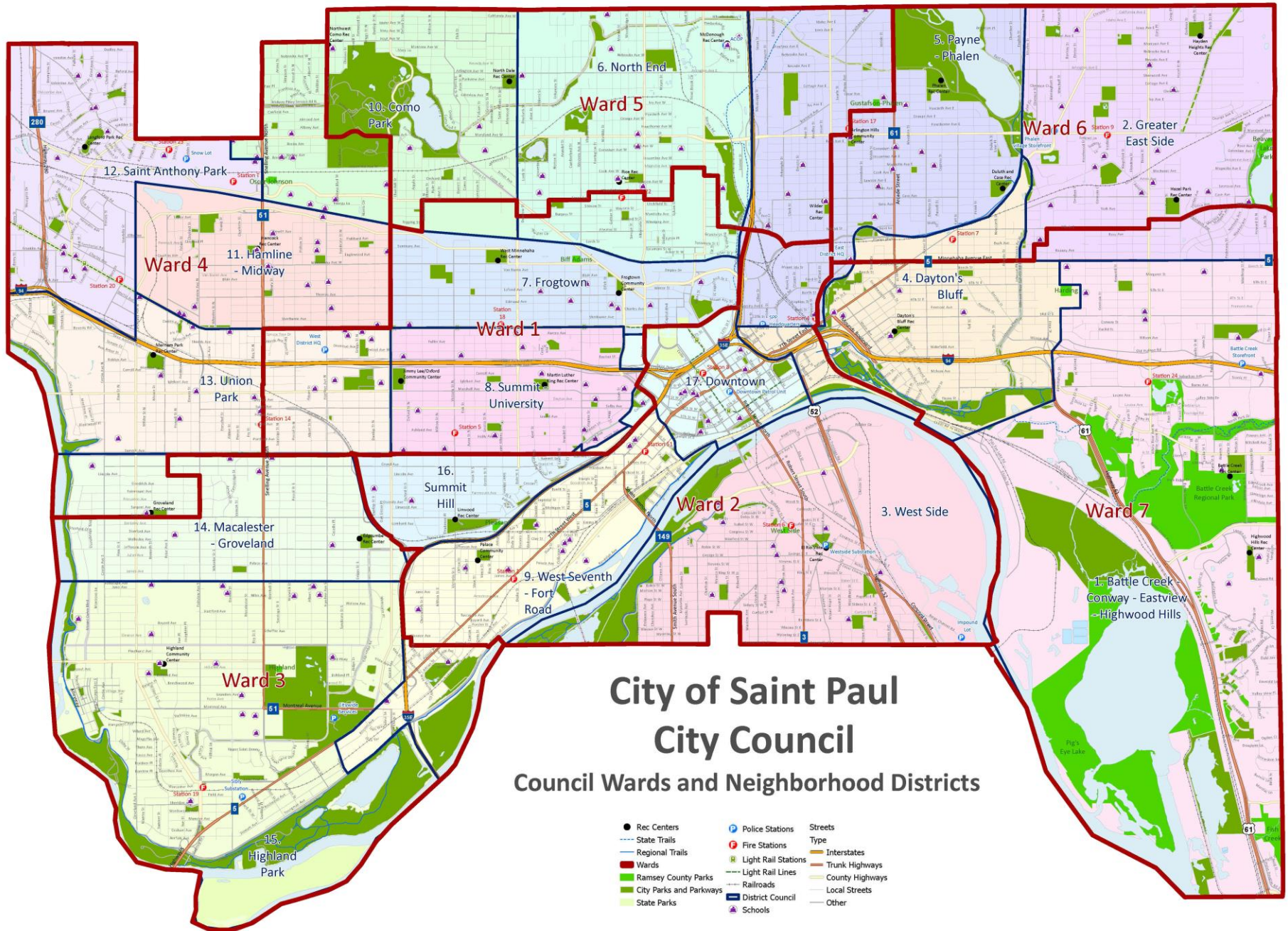
**CITY OF SAINT PAUL - BOARD OF ZONING APPEALS (BZA)
SCHEDULE FOR 2024 MEETINGS**

<u>BZA APPLICATION CUTOFF DATE</u>	<u>BZA HEARING DATE</u>
<u>December 18, 2023</u>	<u>January 8, 2024</u>
<u>January 2 (Tuesday)</u>	<u>January 22</u>
<u>January 16 (Tuesday)</u>	<u>February 5</u>
<u>January 29</u>	<u>February 20 (Tuesday)</u>
<u>February 12</u>	<u>March 4</u>
<u>February 26</u>	<u>March 18</u>
<u>March 11</u>	<u>April 1</u>
<u>March 25</u>	<u>April 15</u>
<u>April 8</u>	<u>April 29</u>
<u>April 22</u>	<u>May 13</u>
<u>May 6</u>	<u>May 28 (Tuesday)</u>
<u>May 20</u>	<u>June 10</u>
<u>June 3</u>	<u>June 24</u>
<u>June 17</u>	<u>July 8</u>
<u>July 1</u>	<u>July 22</u>
<u>July 15</u>	<u>August 5</u>
<u>July 29</u>	<u>August 19</u>
<u>August 12</u>	<u>September 3 (Tuesday)</u>
<u>August 26</u>	<u>September 16</u>
<u>September 9</u>	<u>September 30</u>
<u>September 23</u>	<u>October 14</u>
<u>October 7</u>	<u>October 28</u>
<u>October 21</u>	<u>November 12 (Tuesday)</u>
<u>November 4</u>	<u>November 25</u>
<u>November 18</u>	<u>December 9</u>
<u>December 2</u>	<u>December 23</u>
<u>December 16</u>	<u>January 6, 2025</u>

Saint Paul Planning Districts

District Councils have an advisory role on site plans and they may make a recommendation to staff or the Board of Zoning Appeals depending on the size of the project or proposals that raise neighborhood concerns. To facilitate this citizen participation process, **it is highly recommended to contact the District Council during the application process so they can address any concerns at their neighborhood committee meetings.**

District	District Council	Contact Person	Phone Number	E-mail
1	Southeast Community Organization	Uriah Ward	(651) 578-7600	ED@southeastside.org
2	Greater East Side Community Council	Lisa Theis	(651) 774-2220	d2lisa@outlook.com
3	West Side Community Organization	Monica Bravo	(651) 293-1708	monica@wsco.org
4	Dayton's Bluff Community Council	Veronica Burt	(651) 772-2075	veronica@daytonsbuff.org
5	Payne Phalen Community Council	Jack Byers	(651) 774-5234	director@paynephalen.org
6	North End Neighborhood Organization	Kerry Antrim	(651) 488-4485	ed@nenostpaul.org
7	Frogtown Neighborhood Association	Caty Royce/ Tia Williams	(651) 236-8699	caty@frogtownmn.org tia@frogtownmn.org
8	Summit University Planning Council	Jens Werner	(651) 228-1855	jens@summit-university.org
9	West Seventh/Fort Road Federation	Julia McColley	(651) 298-5599	julia@fortroadfederation.org
10	Como Community Council	Shevek McKee	(651) 644-2889	district10@district10comopark.org
11	Hamline Midway Coalition	Jenne Nelson	(651) 494-7682	director@hamlinemidway.org
12	Saint Anthony Park Community Council	Kathryn Murray	(651) 649-5992	kathryn@sapcc.org
13	Union Park District Council	Leah Timberlake Sullivan	(651) 645-6887	leah@unionparkdc.org
14	Macalester Groveland Community Council	Alexa Golemo	(651) 695-4000	mgcc@macgrove.org
15	Highland District Council	Kathy Carruth	(651) 695-4005	kathy@highlanddistrictcouncil.org
16	Summit Hill Association	Monica Haas	(651) 222-1222	director@summithillassociation.org
17	Capitol River Council	Jon Fure	(651) 221-0488	office@capitolrivercouncil.org





Zoning line: 651-266-9008

Email: DSI-ZoningReview@stpaul.gov

