



**APPLICATION FOR ZONING VARIANCE**  
 Department of Safety and Inspections  
 375 Jackson Street  
 Suite 220  
 Saint Paul, MN 55101-1806  
 General: 651-266-9008  
 Fax: (651) 266-9099

**Zoning office use only**  
 File Number: \_\_\_\_\_  
 Fee: \$ \_\_\_\_\_  
 Tentative Hearing Date: \_\_\_\_\_  
 Section(s) \_\_\_\_\_  
 City agent \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Property Interest of Applicant (owner, contract purchaser, etc) \_\_\_\_\_  
 Name of Owner (if different) \_\_\_\_\_ Phone \_\_\_\_\_

**PROPERTY INFORMATION**

Address / Location \_\_\_\_\_  
 Legal Description (*attach additional sheet if necessary*) \_\_\_\_\_  
 \_\_\_\_\_  
 Lot Size \_\_\_\_\_ Present Zoning \_\_\_\_\_ Present Use \_\_\_\_\_  
 Proposed Use \_\_\_\_\_

**Variance[s] requested:**

**Supporting Information:** Supply the necessary information that is applicable to your variance request, provide details regarding the project, and explain why a variance is needed. Duplex/triplex conversions may require a pro forma to be submitted. Attach additional sheets if necessary.

Attachments as required:  Site Plan  Attachments  Pro Forma

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

Department of Safety & Inspections  
375 Jackson Street, Suite 220  
St Paul, Minnesota 55101

Telephone: 651-266-9090  
Facsimile: 651-266-9009  
Web: [www.liep.us](http://www.liep.us)

## SIGN VARIANCE

The St. Paul Board of Zoning Appeals (BZA) has the authority to grant variances from the strict applications of the Sign Code for unique signs or unusual conditions. The Board may not grant a variance which is not otherwise permitted in that zoning district under the provisions of the Sign Code.

The Board of Zoning Appeals must make the following findings in order to grant a sign variance:

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 violate Minnesota Statutes or rules and regulations developed pursuant hereto.
4. The sign would not be objectionable to adjacent property owners.
5. The sign would not adversely affect residential property through excessive glare and lighting.
6. The sign would be in keeping with the general character of the surrounding area.

In addition, the BZA must make the following findings required for all types of 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.

In granting a variance, the board shall make written findings stating the grounds upon which the variance is justified.

### FILING INFORMATION

The following must be submitted to the Zoning Administration, Department of Safety and Inspections, 375 Jackson Street, Suite 220, St. Paul, MN 55101. Any questions, call 651-266-9008.

1. A variance application form filed by the owner, contract purchaser, lease holder or sign contractor on behalf of the owner
2. A site plan showing the sign location and an elevation plan of the sign.
3. A filing fee of **\$536**.
4. Any additional information which would assist the Board in making their decision.

### PUBLIC HEARING

The Board of Zoning Appeals meets every other week, usually on Mondays. 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 pm in Room 330 of the City Hall/Courthouse building. **The applicant or their representative is expected to attend the hearing.**

All property owners within 350 feet of the site, as well as the Citizen Participation District Council, are notified by mail at least 10 days prior to the public hearing. 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.

The zoning administration staff prepares a staff report for each case and makes a recommendation for approval or denial, a copy of which is sent to the applicant before the hearing.

### APPEAL

Any affected party may appeal the decision of the Board of Zoning Appeals to the City Council within 10 days of the date of the decision. The reason for the appeal must be submitted in writing to: Zoning Administration, Department of Safety and Inspections, 375 Jackson Street, Suite 275, St. Paul, MN 55101, along with the required filing fee of **\$453**.

### TIME LIMIT

A zoning variance is valid for two years unless the sign is constructed pursuant to a building permit. The Zoning Administrator may grant an extension not to exceed one additional year.

### ADMINISTRATIVE REVIEW

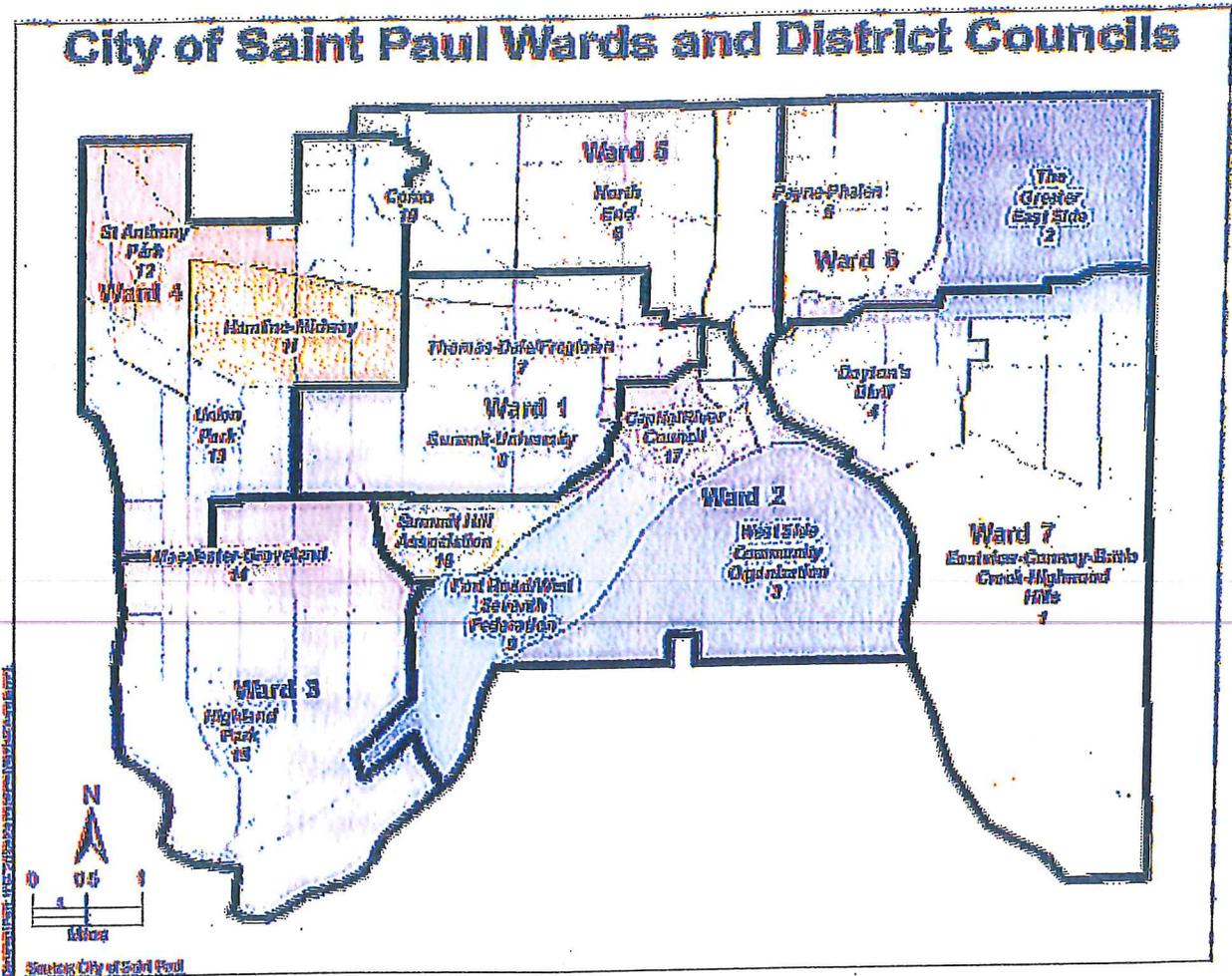
The Board of Zoning Appeals also reviews any appeal of a decision of the Zoning Administrator dealing with the provisions of the Sign Code. The above procedure is followed. A letter must be submitted specifying the basis for the appeal; the filing fee is **\$536**.

**Board of Zoning Appeals  
Schedule for 2016 Meetings**

| <u>BZA Cutoff</u> | <b>* denotes a Wednesday</b> | <u>BZA HEARING DATES</u> |
|-------------------|------------------------------|--------------------------|
| Dec.14            |                              | Jan. 04                  |
| Dec. 28           |                              | <b>Jan. 20*</b>          |
| Jan. 11           |                              | Feb. 01                  |
| Jan. 25           |                              | <b>Feb. 17*</b>          |
| Feb. 08           |                              | Feb. 29                  |
| Feb. 22           |                              | Mar. 14                  |
| Mar. 07           |                              | Mar. 28                  |
| Mar. 21           |                              | Apr. 11                  |
| Apr. 04           |                              | Apr. 25                  |
| Apr. 18           |                              | May 09                   |
| May 02            |                              | May 23                   |
| May 16            |                              | Jun. 06                  |
| May 31            |                              | Jun. 20                  |
| Jun. 13           |                              | <b>Jul. 06*</b>          |
| Jun. 27           |                              | Jul. 18                  |
| Jul. 11           |                              | Aug. 01                  |
| Jul. 25           |                              | Aug. 15                  |
| Aug. 08           |                              | Aug. 29                  |
| Aug. 22           |                              | Sep. 12                  |
| Sep. 06           |                              | Sep. 26                  |
| Sep. 19           |                              | Oct. 10                  |
| Oct. 03           |                              | Oct. 24                  |
| Oct. 17           |                              | Nov. 07                  |
| Oct. 31           |                              | Nov. 21                  |
| Nov. 14           |                              | Dec. 05                  |
| Nov. 28           |                              | Dec. 19                  |
| Dec. 12           |                              | <b>Jan. 04*, 2017</b>    |
| Dec. 27           |                              | Jan. 16, 2017            |

# Saint Paul Planning Districts

The District Council affected by your site plan will receive notification of your application and a copy of the site plan. District Councils have an advisory role on site plans and they may make a recommendation to staff or the Planning Commission on large projects or ones that raise neighborhood concerns. To facilitate this citizen participation process, it is suggested that you contact the District Council to see if they want to discuss your application with you at a neighborhood meeting.



## District Council

- 1 District 1 Community Council
- 2 District 2 Community Council
- 3 West Side Citizens Organization
- 4 Dayton's Bluff District 4 Community Council
- 5 Payne Phalen District 5 Planning Council
- 6 District 6 Planning Council
- 7 Frogtown Neighborhood Association
- 8 Summit University Planning Council
- 9 West Seventh/Fort Road Federation
- 10 District 10 Como Community Council
- 11 Hamline Midway Coalition
- 12 Saint Anthony Park Community Council
- 13 Union Park District Council
- 14 Macalester Groveland Community Council
- 15 Highland District Council
- 16 Summit Hill Association
- 17 Capitol River Council - District 17

## Contact Person

- Betsy Leach
- Chuck Repke
- Christine Shyne
- Deanna Foster
- Leslie McMurray
- Kerry Antrim
- Caty Royce
- Irna Landrum
- Betty Moran
- Ted Blank
- Michael Jon Olson
- Amy Sparks
- Bernadette Chlebeck
- Afton Martens
- Kathy Carruth
- Jeff Roy
- Melissa Martinez-Sones

## Phone Number

- 651-578-7600
- 651-774-2220
- 651-293-1708
- 651-772-2075
- 651-774-5234
- 651-488-4485
- 651-789-7407
- 651-228-1855
- 651-298-5599
- 651-644-3889
- 651-494-7682
- 651-649-5992
- 651-645-6887
- 651-695-4000
- 651-695-4005
- 651-222-1222
- 651-221-0488