



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 _____

BOARD OF ZONING APPEALS

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

The Board generally 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 p.m. in Room 330 of the City Hall/Courthouse. **The applicant or their representative is expected to attend the hearing.**

The Board hears two types of appeals:

A. VARIANCE REQUESTS

The board of zoning appeals and the planning commission shall have the power to grant variances from the strict enforcement of the provisions of this code upon a finding that:

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 (3) above.

B. REQUESTS FOR AN ADMINISTRATIVE REVIEW

The Board of Zoning Appeals 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

The following must be submitted to Zoning Administration, 375 Jackson Street, Suite 220, Saint Paul, MN 55101:

- 1. An application form
- 2. A filing fee

<p>For a Major Variance Single Family or Duplex Residential \$536 Multi-family Residential \$577 Commercial, Industrial, Institutional \$839 For an Administrative Review \$536</p>	<p>For a Minor Variance \$433</p>
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Large Sites - For large sites where only a portion of the site is affected by the zoning action, the Zoning Administrator may set the fee based on the size of the affected portion.

- 3. A site plan (for a variance) drawn to a legible scale.
- 4. For setback variances, the property lines must be verified by a survey or stake.
- 5. A letter stating why the applicant believes an error has been made (for an Administrative Review only)

When a zoning application is submitted for a development that has been built or started without required city permits, a penalty will be assessed. The penalty is double the filing fee, up to \$1,000.

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 notified by mail at least 10 days prior to the public hearing. In the case of major variances, 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. The zoning administration 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.

TIME LIMIT

A zoning variance is valid for two years unless a building permit is obtained and construction is proceeding according to the terms of the permit. The Zoning Administrator or Planning Administrator may grant an extension not to exceed one additional year.

APPEAL PROCESS

A decision made by the Board of Zoning Appeals may be appealed by anyone affected by such decision to the City Council within 10 calendar days following the serving of the resolution to the applicant. The reason for the appeal must be submitted in writing to: Zoning Administration, Department of Safety and Inspections, 375 Jackson Street, Suite 220, St. Paul, Minnesota 55101, along with the required filing fee: **\$453**.

SITE PLAN FORMAT

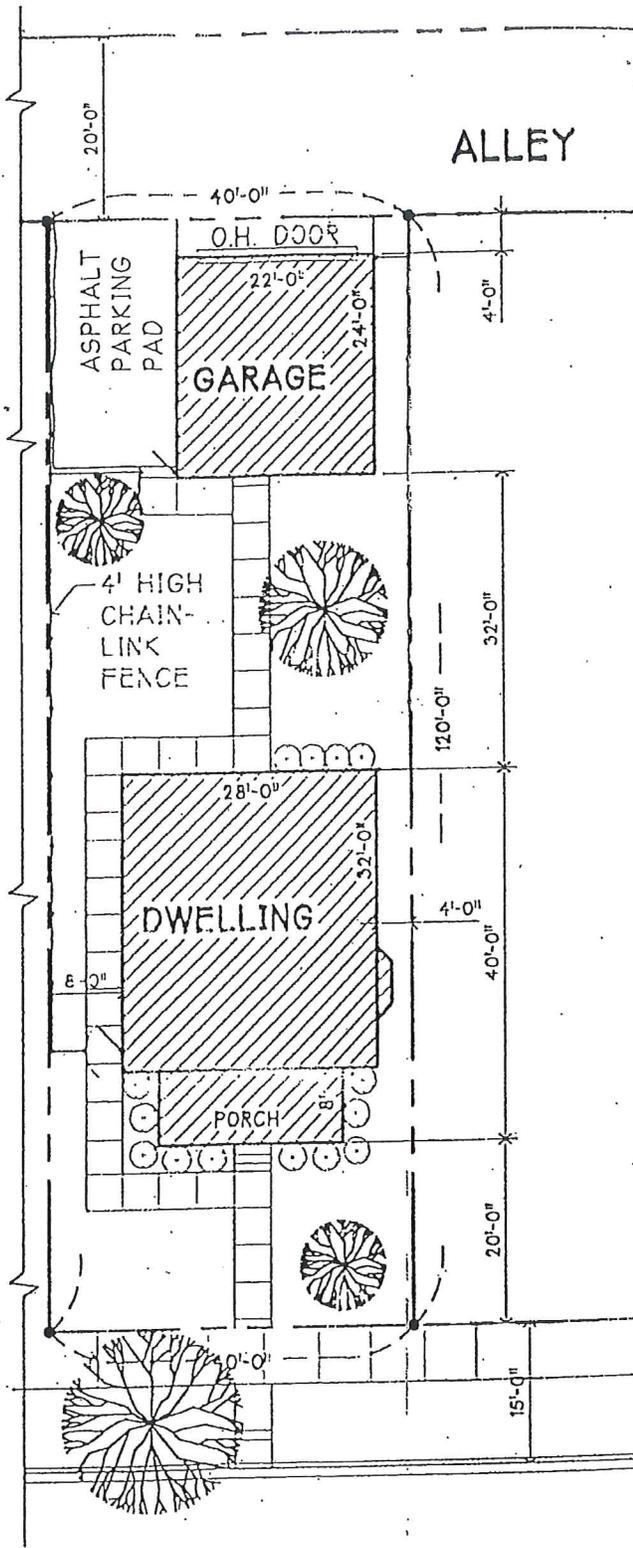
A site plan is a drawing representing the layout of the lot, dealing with such external factors as placement of the building, vehicle parking, street access, and other such attributes.

An acceptable site plan must be submitted with the application. **All projects must submit full size scaled plans in order for the zoning staff to determine the variance(s) required**, also include one set on either 8 ½" x 11" or 8 ½" x 14" paper. The following information should be on the site plan:

1. The name, address, and daytime phone number of the applicant.
2. A legal description.
3. The direction of north shown with **N** preferably toward the top.
4. The layout of the property drawn to scale and dimensioned. The scale should be stated such as 1" = 20'.
5. The placement of all pertinent features within the property such as the main building, accessory buildings, driveways, walkways, significant features like trees, landscaped areas, gardens, hedges, parking areas, terrain conditions, etc. Also include any affected buildings on adjacent properties
6. For variances, indicate clearly the proposed changes requested. For example, show current and proposed setbacks.

This site plan will be reviewed by many people. It should be legible, accurate and complete. If it is not, there may be a delay in getting zoning approval. For an example, see Site Plan Residential.

If you have any questions regarding the preparation of a site plan, please call 651.266.9008.



STREET NAME _____



TYPICAL SITE PLAN

1" = 20'0"

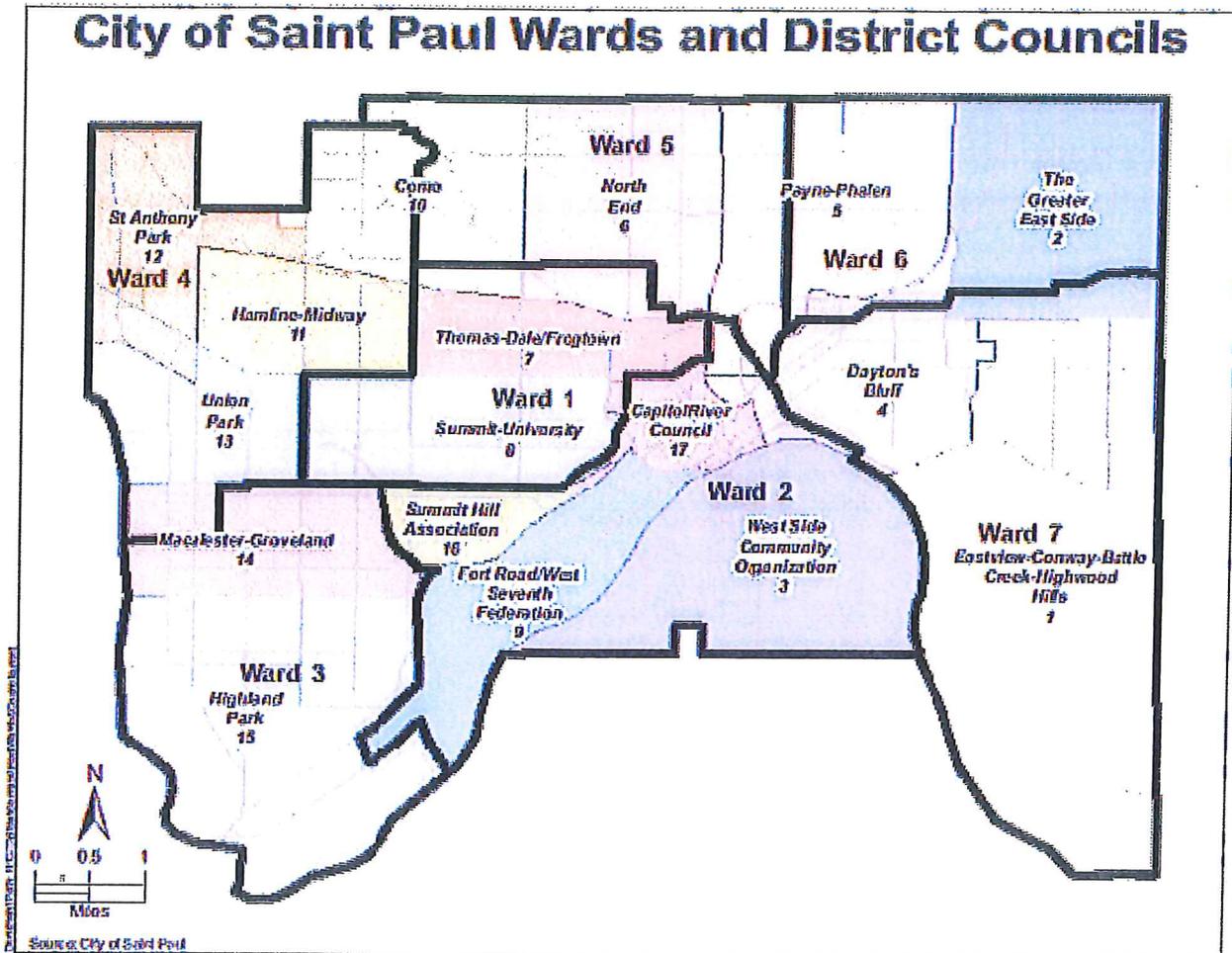
NORTH

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

<u>BZA Cutoff</u>	* denotes a Wednesday	<u>BZA HEARING DATES</u>
Dec.14		Jan. 04
Dec. 28		Jan. 20*
Jan. 11		Feb. 01
Jan. 25		Feb. 17*
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		Jul. 06*
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		Jan. 04*, 2017
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
- Sara Udvig
- Ed Johnson
- Alison Kirgis
- Michael Jon Olson
- Suyapa Miranda
- Julie Reiter
- Liz Boyer
- Kathy Carruth
- Nelima Sitati
- Paul Bengston

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