

City of North Branch

Variance Process



Procedure for a Processing Variance

In cases where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with the performance standards contained in the North Branch Zoning Ordinance, a variance may be granted. In order to recommend approval of a variance request, the Commission will have considered the evidence presented to it and found that:

- 1) The request is in harmony with the general purposes and intent of the ordinance
- 2) The request is consistent with the comprehensive plan.
- 3) There are practical difficulties in complying with the zoning ordinance.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
 - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner
 - c. The variance, if granted, will not alter the essential character of the locality.

Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

The variance procedures are intended to allow some relief in the application to the performance standards within the zoning district, such as, location, height, or setback. They are not intended, nor will they be applied, to either establish or enlarge a use that is not otherwise permitted in the zoning district.

Applicants should begin by contacting the Planning Director to discuss the proposal. The variance application, fee, and other necessary information should be received by the City approximately 21 days prior to the next regularly scheduled Planning Commission meeting. Failure to submit a complete application can delay the process for up to a month.

Once the required information is provided to the City, the Planning Director will refer the variance application to the next applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will make a recommendation. That recommendation will be forwarded to the City Council for action at its next meeting the following week.

Variance Checklist

Variance application

Variance Fee (\$300)

A list of property owners within 350 feet of the subject property.

Legal description of property.

Additional documents needed to explain the request.

City of North Branch Variance Application



GENERAL INFORMATION

Property Owner's Name	Phone:
Owner's Address	
Applicant's Name (If different than owner)	Phone:
Applicant's Address	

ZONING INFORMATION

Lot/Block/Subdivision:	Quarter/Quarter & Section:	County P.I.D.:
Zoning District:	Lot Size:	
Please attach a copy of the legal description of property in question and list of all property owners and their addresses within 350 feet of the subject property.		

VARIANCE INFORMATION

Specify the section of the ordinance from which the variance is sought:

Explain how you wish to vary from the applicable provisions of this ordinance:

Explain the hardship or practical difficulty imposed if strict application of the ordinance is imposed:

Please attach any additional documents necessary to explain your request.

I hereby certify that all data contained herein, as well as supporting data, are true and correct to the best of my knowledge.

Signature _____

Date _____

For Office Use Only

Fees:

Total Fees _____

Receipt # _____

Date Paid _____

Approvals:

Planning Commission _____

City Council _____

Resolution _____