

**ADMINISTRATIVE VARIANCE APPLICATION**

Return to: City of Maplewood  
1902 County Road B East  
Maplewood, MN 55109  
Phone: 651-249-2300  
Fax: 651-249-2319

Office Use:  
Date Received: \_\_\_\_\_  
By: \_\_\_\_\_  
Rec. # \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Applicant/business name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_  
Fax: \_\_\_\_\_  
Interest in property: \_\_\_\_\_
  
- 2. Property owner(s) of record: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_  
Fax: \_\_\_\_\_
  
- 3. Legal description and address of site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

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

\_\_\_\_\_  
Date

**FILING REQUIREMENTS**

You must provide all of the following items with your application:

- 1. A site plan drawn to a scale showing your lot lines, the location of existing and proposed buildings. Show all dimensions and any existing easements. At least one plan must be 8 1/2 " by 11". The city may require a certificate of survey if verification of existing building setbacks is needed.

2. State law requires that the City make two findings before granting a variance:
  - a. Strict enforcement of the City ordinances would cause undue hardship because of circumstances unique to your property. Undue hardship means that:
    - (1) You cannot put your property to a reasonable use under City ordinances.
    - (2) Your problem is due to circumstances unique to your property that you did not cause.
    - (3) The variance would not alter the essential character of the area.
  - b. The variance would be in keeping with the spirit and intent of the ordinance.

**Include a separate statement showing how you would meet these two findings.**

3. A petition, signed by 100% of the adjacent property owners, approving the proposed variance. This includes property owners directly across the street. Be sure to include their addresses. Please note that submittal of the required signatures does not mean that the City will approve your request. If you cannot get these signatures, you must apply for a non-administrative variance.
4. An application fee of \$500. Make the check payable to the City of Maplewood. The application fee is not refundable.

#### PROCEDURE

1. Return this application to the Environmental and Economic Development Department.
2. The City will notify the adjacent property owners.
3. Ten days after notifying the adjacent owners, the City will notify you and the adjacent property owners of its decision.
4. If anyone appeals the decision within ten days, the Director will schedule a hearing before the City Council within thirty days of the appeal. If there are no appeals, the decision is final.