

Variance Submittal Checklist

1. Land Use Application form and associated fee(s)
2. A **scaled** site plan or drawing including:
 - existing and proposed buildings and other improvements (landscaping) on the property
 - proposed improvements including buildings or building additions
 - proposed and required parking and building setback lines
 - existing and proposed easements (public and private)
 - dimensions and setbacks of all buildings are shown
 - other information (floor plans, sign plans, elevations, sketches, etc.) you deem pertinent to your request
 - a. **Note:** It is preferred that the drawing is based on an “as-built” survey (a survey made after the building was constructed). A copy of the survey must be attached. If the drawing is based on field measurements by locating property corner lot pins, this fact should be noted on the drawing. **Applications will not be accepted** using building permit surveys showing a proposed location of the building or drawings based on the location of fences, utility poles or street pavement.
3. An exterior elevation drawing(s) of any proposed building, addition or improvement (*if applicable*)
4. A typewritten narrative explaining what variance is being requested
5. A typewritten narrative explaining how your variance request meets **all** the “practical difficulties” criteria for granting a variance:
 - explanation of how your property cannot be used in a reasonable manner and why the variance is needed
(**Note:** if a property can be used reasonably without granting the variance, it can be used in a reasonable manner)
 - explanation of the undue hardships that exist due to unique circumstances of the property
(**Note:** these circumstances cannot be created by the applicant and economic consideration alone does not constitute undue hardship)
 - explanation of how the variance will not alter the essential character of the surrounding area

The narrative should also include:

 - explanation of how the variance requested is the minimum needed to make reasonable use of your property
 - explanation of how this variance is compatible with the general purposes and intent of the code and will not grant special privilege to other property in the same zoning district
6. Typewritten legal description of the property (in Word Document format)

7. Other information as requested by Community Development or Planning staff to process the application

Variations are approved by the **City of Coon Rapids Board of Adjustment and Appeals (BAA)**. The BAA expects you to attend the meeting at which your variance is considered. Meetings are held in the Council Chambers at the Coon Rapids City Center (11155 Robinson Dr., Coon Rapids, MN 55433). Meetings begin at 6:30pm and are open to the public. The BAA will make decision on the request at its meeting unless the Board continues consideration to their next meeting in order to allow additional information to be provided or a proposal be modified. All discussion of requests and voting takes place at the meeting. Applicants and other persons may not discuss a variance request with a member of the BAA outside this public meeting.

***Please email electronic copies (PDF) of your variance application and supporting documents to planning@coonrapidsmn.gov. You may instead mail or drop off documents, if preferred, to:
Planning Division, 11155 Robinson Dr., Coon Rapids, MN 55433.***

A link will be sent to you to pay any fees online after documents are received. You may instead mail a check to the "City of Coon Rapids" with your submission.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov