



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ planning@cityofroseville.com

SUBDIVISION VARIANCE APPLICATION

CITY CODE SECTION 1102.02
www.cityofroseville.com

VARIANCE REQUIREMENTS

City Code Section 1102.02C states: “The City may impose conditions in the granting of variances. A condition must be directly related to, and must bear a rough proportionality to, the impact created by the variance. In order to approve a requested variance, the Planning Commission may recommend, and the City Council shall adopt, findings pertaining to the following specific grounds:

1. The proposal is consistent with the Comprehensive Plan.
 2. The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances.
 3. An unusual hardship on the land exists.
 4. The variance, if granted, will not alter the essential character of the locality.”
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Please complete the application by typing or printing in ink. Use additional paper if necessary.

- 1. Property Owner:** If multiple property owners are involved, complete and submit additional application forms to identify each owner on separate forms.

Company name: _____
Last name: _____ *First name:* _____
Address: _____ *City/State/Zip:* _____
Phone number: _____ *Email address:* _____

- 2. Authorized Applicant:** If different from above, identify the party designated by the owner(s) of all property subject to the subdivision variance to facilitate the application for approval of the variance.

Company name: _____
Last name: _____ *First name:* _____
Address: _____ *City/State/Zip:* _____
Phone number: _____ *Email address:* _____

- 3. Subject Property Address(es):** List the address(es) of all property owned by the Owner identified above and subject to the requested subdivision variance.
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4. **Statement of Intent:** Briefly describe what is intended to be done on or with the property which does not conform to City Code requirements.

5. **Additional Required Information:** Please provide one full-size copy of all plans in both electronic format (preferably PDF) and printed format.

a. **Legal Description(s) and PIN(s):** complete legal description(s) and the existing Parcel Identification Number(s) of all property subject to the requested variance

b. **Written Narrative:** This narrative should fully explain the proposed deviation from zoning or subdivision standards, and the “unusual hardship” that justifies the departure from the strict application of the Code. Neither mere inconvenience nor reduction in value is sufficient on its own to justify a variance.

c. **Proposed Plans:** If the variance-related conditions are not represented in the plans and documents submitted as part of the application for the subdivision itself, provide detailed plans or illustrations showing the proposed conditions prompting the variance request.

6. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____