



# CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118-3972

MUNICIPAL CENTER 651-552-4100  
PARKS/RECREATION 651-552-4150  
FAX 651-552-4190

POLICE 651-552-4200  
FIRE 651-552-4176  
TDD 651-552-4222

## VARIANCE APPLICATION

Filing Fee: \$100.00 (R-1 & R-2 Zones)  
\$200.00 (All other Zones)

Escrow Amount: \$400.00 (single var. residential)  
\$500.00 (multiple var. residential)  
\$600.00 (single var. commercial)  
\$700.00 (multiple var. commercial)

### (OFFICE USE ONLY)

CASE NO. \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_  
RECEIPT # \_\_\_\_\_  
60 DAY DATE \_\_\_\_\_

TOTAL FEES \_\_\_\_\_

1. ADDRESS OF PARCEL \_\_\_\_\_

2. NAME OF OWNER \_\_\_\_\_ Phone # \_\_\_\_\_

3. ADDRESS OF OWNER \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. LEGAL/PID # \_\_\_\_\_

5. PRESENT USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

6. PRESENT ZONING \_\_\_\_\_ DATE ACQUIRED \_\_\_\_\_

7. VARIANCE SECTION FOR REQUEST \_\_\_\_\_

8. SECTION REQUIREMENTS IN #7 \_\_\_\_\_

9. DESCRIBE VARIANCE REQUEST \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Law requires that the conditions set forth in the three items listed below (#10, 11, 12) must be established before a Variance can be granted. Please explain in detail after each statement if your case conforms to the requirements.

### 10. **DIFFICULTIES OR HARDSHIP TO OWNER**

Strict application of the provisions of the Zoning Ordinance would result in peculiar and practical difficulties or exceptional or undue hardship upon the owner of the parcel in developing or using such parcel in a manner customary and legally permissible within the zoning district in which said lot is located.

\_\_\_\_\_  
\_\_\_\_\_

**11. EXCEPTIONAL CONDITIONS OF THE PARCEL**

There are special conditions (narrowness, shallowness or shape of a parcel, exceptional topographic or water conditions or other extraordinary and exceptional conditions of such parcel) applying to the structure or land in question that are peculiar to the property involved or immediately adjoining property and do not apply generally to the other land or structures in the district in which said land is located. \_\_\_\_\_

**12. EFFECT ON NEIGHBORHOOD AND COMPREHENSIVE PLAN**

Granting the Variance will not impair an adequate supply of light and air to adjacent property, unreasonably increase the congestion in the public streets, increase the danger of fire, endanger the public safety, unreasonably diminish or impair established property values in the surrounding area, or in any other way impair health, safety, comfort, morals, or in any other respect be contrary to the intent of the Zoning Ordinance and Comprehensive Plan.

**EXHIBITS REQUIRED**

- A. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 paper copies in sets and folded, or as modified by the Zoning Administrator, of a map or plat showing the property on which the Variance is requested, showing the location of the present and proposed structures, parking, driveways, lot dimensions, yard dimensions, and a floor plan showing the space within the building including dimensions.
- B. An electronic copy as well as four (4) 22x34 and twenty (20) 11x17 copies, or as modified by the Zoning Administrator, of a map or plat showing the property on which the Variance is requested and all lands within 150 feet of the boundaries of the property.

**ACKNOWLEDGE AND SIGNATURE**

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of West St Paul to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances and all Codes of the City of West St Paul and the Laws of the State of Minnesota.

\_\_\_\_\_  
Signature of Owner (Required)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Applicant (If different)

\_\_\_\_\_  
Phone Number

**NOTE: All Materials relevant to this Application must be filed on or before the dates listed on Operating Procedures for Applicants page. The Committee of Adjustments holds its regular meeting at 7:00pm on the third Tuesday of each month.**

LAPSE OF VARAINCE: A Variance shall lapse and become null and void six months following the date on which the Variance became effective, unless prior to the expiration of six months the work or improvement described in the Variance is commenced and diligently pursued on the subject site. A Variance may be renewed by the City Council for good cause.

- FEES
1. The fees to be paid by each applicant for each zoning request shall be as prescribed by the City Council. Fees shall be payable at the time applications are filed with the Zoning Administrator and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. There shall be no fee in the case of applications filed in the public interest by the City Council or by the Planning Commission. Fees shall include application fee, filing fees, consultants, legal, planning, and engineering fees.
  2. Applicants shall deposit with the City, together with the application filing fees, the sums required by Council resolution toward prepayment of the Consultants and Attorneys' expenses and all costs to be billed and charged to the City. The prepayment amounts shall be a credit toward all reasonable fees and expenses charged by the Consultants to the City in the investigation report. All reasonable expenses and fees in excess of the deposit, shall be paid by the applicant to the City within 30 days of final action on the matter by the City. If not paid within 30 days, the account shall be deemed delinquent. If the fees and expenses incurred by the City from the Consultants and Attorneys are less than the amount of deposit, such excess shall be returned to the applicant upon final action by the City in said manner.