



Variance Application

Applicant/Contact Information

Applicant Name				
Applicant Address	<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone Number ()	Work Phone Number ()			
Email Address	Fax Number ()			
Name of Business (if applicable)				
Business Address (if applicable)				
Business Phone Number		Business Fax Number		

Proposed site (subject property) of Variance

Address
PIN
Legal Description
<i>(circle one)</i>
Zoning R-1 / R-2 / R-3 / B-1 / B-2 / E-1 / E-2 / TC other _____

Property Owner Contact Information

(if different from applicant's information)

Name				
Address	<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone Number	Home phone number ()	Work phone number ()		

**Please provide a detailed description of your request
and attach a copy of your property layout (if applicable)**

A “Land Use Sign” will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

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Applicant Signature	Date	Co-Applicant Signature	Date
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I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Ramsey and I will be held liable for any and all costs incurred by the City.

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Property Owner Signature	Date	Co-Property Owner Signature	Date
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To be filled out by the City of Ramsey:

Application amount: _____

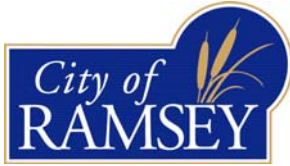
Escrow Amount: _____

Date Paid: _____

Cash Receipt: _____

Date Received: _____

Escrow Number: _____



Variance Application

Definition:

The purpose of a variance is to provide for deviations from the literal provisions of City Code in instances where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration. Variances shall only be granted when it is demonstrated that such actions will be in keeping with the spirit and intent of the Ramsey City Code.

Procedures to take to apply for a variance:

1. Fill out the enclosed application and pay the applicable application and escrow fee. Applications ***cannot*** be processed until the application and escrow fees have been paid.
2. Provide a detailed description of your request (attach a separate sheet if necessary).
3. Provide a site layout (site plan) providing detailed information regarding the request. Such information may include building and structure locations (existing and proposed) with dimensions, parking areas, screening (existing and required), and additional information as required by the City.
4. If the request is related to a commercial or industrial use, a detailed site plan must be attached.

Variance Process:

- Variance applications must be submitted to staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule).
- The City has 15 days to determine if the application is complete. In the event that the application is incomplete, staff will notify the applicant within the 15 days and provide direction on what information is still required.
- Properties located within at least 350 feet of applicant's subject property will be notified of the variance request and public hearing date.
- City Staff will prepare a report detailing the information related to the request, findings of fact and proposed variance resolution.
- The Board of Adjustment meets the first Thursday of each month. A public hearing will be held and the Board of Adjustment will make a decision to approve, deny or table the request for action at a later date.
- The City Council acts as the appeals board in the event the Board of Adjustment denies the request and the applicant would like to appeal the Board of Adjustment's decision.