



## Planning & Zoning Department

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### Subdivision Variance Checklist

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#### General Information

Whenever it is found that the land included in a subdivision plat, presented for approval, is of such size or shape or is subject to, or is affected by such topographical location or conditions, or is to be devoted to such usage that full conformity to the provisions of this Ordinance is impossible or impractical, the City Council may authorize variations or conditional exceptions in the final plat so that substantial justice may be done and the public interest secured. (Ref: Annandale City Zoning Ordinance Section 151.05 Subd.6).

In making variations or conditional exceptions, the City Council shall find the following:

- That there are special circumstances or conditions affecting the property.
- That the variation or exception is necessary for reasonable and acceptable development of the property in question.
- That the granting of the variation or conditional exception will not be detrimental to the public welfare or injurious to other property in the vicinity in which the particular property is situated.
- The variation or exception does not adversely affect the Comprehensive Plan.

Application for any variance shall not be made in writing by the subdivider at the time the Preliminary Plat is considered by the Planning Commission. The Planning Commission may recommend and the City Council may impose such conditions and restrictions in the granting of variances which will insure compliance with the provision of the Annandale Subdivision Ordinance.

**THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).**

- The property owner or its agent shall meet with the Zoning Administrator to discuss the project and what will need to be complete the application.  
Date of Meeting: \_\_\_\_\_
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Zoning Administrator.

- Submit the Subdivision Variance application fee as prescribed in the City Fee Schedule.
- Submit an accurate list of property owners' names and addresses within the affected zone and within three hundred and fifty (350) feet of the outer boundaries of the property in question.
- Submit to scale, eight (8) full size site plans, two (2) 11"x17", and one (1) electronic copy of the following to the Planning Department:
  - Survey showing:
    - North arrow
    - Legal description of the property
    - Names of all abutting streets
    - Dimensions of all lot lines, setbacks, and easements of record
    - Parking, ingress and egress, and traffic flow design
    - Site grading plan, stormwater drainage plans and other utility location
    - Sanitary sewer and water plan
    - Fire protection including hydrants
    - Pavement design, proposed landscaping and lighting designs and signage plans
    - Grade elevations at the lot corners, crown of street, existing and proposed at all major corners of proposed structures, proposed lowest floor, proposed garage floor, and proposed top of foundation
    - Any other site related information which may be requested by the Administrator, City staff, consultants, or the Planning Commission or City Council.
    - Significant trees and existing vegetation
    - Wetlands on property and adjacent to property line
    - Impervious surface calculations
    - Shoreland Overlay district if applicable
    - If located within a floodplain, FEMA Floodplain ordinary and high water levels.
  - Site Plan of proposed improvements showing the following:
    - Location and dimensions of all buildings, parking areas, storage areas, driveways, access points, and berms
    - Setbacks from front, side and rear lot lines
    - Easements
    - Tree Preservation Plan
    - Landscape Plan including species and sizes
    - Drainage and stormwater plan
    - Utility Plan
    - Signage Plan
    - Lighting Plan

- Floor plan and building elevations, including building materials of all sides of the building.
  - Submit a detailed narrative demonstrating how the variance meets the standards necessary for the issuance of a variance.
  - Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development
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**Process following application completion** (Ref. Annandale City Subdivision Ordinance Section 151.05):

The Planning Commission shall hold the public hearing on the variance and shall study the application and make a recommendation of approval, denial, or conditional approval. The Planning Commission shall transmit its recommendation to the City Council for final decision.

The Council shall take appropriate action on the request for a variance after receiving the recommendations by the Planning Commission. If it grants the variance, the Council may impose such restrictions upon the premises benefited by the variance as may be necessary to comply with the standards established by the Ordinance, or necessary to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance.

Where a variance has been granted pursuant to the provisions of this Ordinance, such approval shall become null and void without further action by the Planning Commission or the Council unless the work permitted by the variance commences within one (1) year of the date of granting such variance.

No re-application by a property owner for a variance shall be reconsidered by the City Council within the one (1) year period following denial of such request, except the City Council may permit a new application or reconsideration, if in the opinion of the City Council, it is warranted by new evidence or a change of circumstances.

If the applicant violates any conditions established as part of granting the variance request, the variance may be revoked by the City Council

**Further question or information:**

Feel free to contact the Planning & Zoning Department at 320.274.3055

**3-13-07**

