



# CITY OF BALDWIN VARIANCES

30239 128TH STREET, BALDWIN, MN 55371

(763) 389-8931

RETURN TO: [CITY.CLERK@BALDWINMN.GOV](mailto:CITY.CLERK@BALDWINMN.GOV)

## VARIANCE

Base Fee: \$ 500  
Escrow (single family): \$1,000  
Escrow (all others): \$3,000

**Total Amt. Due: \$**

Amt. Paid: \_\_\_\_\_

CC/Check# \_\_\_\_\_

\*\*\*FOR OFFICE USE ONLY \*\*\* FOR OFFICE USE ONLY\*\*\*

Date Application Received: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_  
(60-day review period starts from this date)

Public Hearing/Planning Commission Date: \_\_\_\_\_

City Council Approval/Denial Date: \_\_\_\_\_

60-Day Review Period Ends: \_\_\_\_\_

60-Day Extension: \_\_Yes \_\_No Expires On: \_\_\_\_\_

Received By: \_\_\_\_\_

## Property Information

Street Address: \_\_\_\_\_

Property Identification Number (PIN#): \_\_\_\_\_

Legal Description (Attach full description of Metes & Bounds if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Type of Business or Use Requested: \_\_\_\_\_  
\_\_\_\_\_

Zoning Designation: \_\_\_\_\_

## Applicant Information

Name(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Property Owner Information** (If other than applicant):

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Description of Request** (attach additional sheets as necessary)

Existing Use of Property: \_\_\_\_\_

Description of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

Reason(s) to Approve Request: \_\_\_\_\_

\_\_\_\_\_

**Please describe any previous applications pertaining to the subject site:**

Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Nature of Previous Request : \_\_\_\_\_

**Variances shall only be permitted if the following criteria are met:**

1. Granting the variance will not be in conflict with the comprehensive plan.
2. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same district, and result from lot size or shape, topography, or other circumstances over which the owners of property since enactment of the relevant Ordinance have had no control.
3. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
4. The exceptional or extraordinary circumstances do not result from the actions of the current or previous owner(s) under the current Ordinance or State law.
5. The variance requested is the minimum variance which would alleviate the practical difficulty.
6. The variance, if granted, will not alter the essential character of the locality and there would be no significant effect on the surrounding properties.
7. Adequate sewage treatment systems can be provided if the variance is granted.
8. Granting the variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic of the streets because the driveway is inadequate length or width.
9. If a shoreland variance, it will not be a greater height or lesser shoreline setback than what is typical for the area immediately surrounding the development site.
10. The variance will not increase loss of sunlight, views or privacy of the neighboring properties of the residence were built according to the applicable regulation and height of structure.
11. Economic considerations or circumstances shall not be considered so long as a reasonable use of the property exists under the terms of the Ordinance.

**APPLICATION FEES AND EXPENSES:** We the applicant and undersigned property owner agree to provide to the City, in cash or certified check, for deposit in an escrow fund, the amount of \$\_\_\_\_\_ as partial payment for all fees and estimated future City administrative, planning, legal and engineering fees incurred in processing this request. If the escrow amount is depleted, I agree to furnish additional monies as requested by the City within 10 days of such request. I understand that any amounts not utilized from this escrow fund shall be returned to me, without interest, when all financial obligations to the City have been satisfied. **All fees and expenses are due whether the application is approved or denied.**

I understand and agree that all City-incurred professional fees and expenses associated with the processing of this request and enforcing the terms of this agreement including, but not limited to, attorney's fees are my responsibility as the property owner and will be promptly paid by me upon billing by the City in the event the escrow fund is depleted. I further understand and agree that as the property owner I must make said payment within 10 days of the date of the invoice. Bills not paid within the 10 days of request for payment by the City shall accrue interest at the rate of 6% per year. Further, if I fail to pay said amounts when due, then the City may certify such costs against any property owned by me within the City limits for collection with the real estate taxes and/or take necessary legal action to recover such costs and I agree that the City shall be entitled to attorney's fees and other costs incurred by the City as a result of such legal action. I knowingly and voluntarily waive all rights to appeal said certification of such expenses against my property under any applicable Minnesota Statutes.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_