



VARIANCE APPLICATION

The City of Nevis

104 Main Street W, P.O. Box 108, Nevis, MN 56467

Phone: 218-652-3866, neviscty@gmail.com

Application Fees & Escrows

Fee: \$275.00

Escrow: \$500.00 **

****All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Zoning Official on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, and payroll taxes. **ALL materials must be received to the City Office no less 3 weeks prior to the Public Hearing to ensure all public notices can be met.**

Items to Accompany Application:

1. Official Survey of Parcel.
2. Site Plan drawn to scale showing;
 - a. Property dimensions; topography at one-foot intervals; grading plan; significant landscaping in area of variance; water courses (wetland, floodplain, shoreland, etc.) utilities, driveways; sidewalks; access roads; parking spaces; and off-street loading area.
 - b. Easements.
 - c. Location of all existing and proposed buildings: existing and proposed dimensions; existing and proposed square footage; and existing and proposed setbacks, as well as other structures, such as fences or retaining walls.
3. Written Narrative
 - a. Explain how the variance request meets all three (3) factors of the “practical difficulties” test (more information found in attached sheet under “review standards”):
 - 1) *Reasonableness.*
 - 2) *Uniqueness.*
 - 3) *Essential Character.*

Note: Economic considerations alone cannot create practical difficulties.
 - b. Explain how the variance is in harmony with the general purposes and intent of the ordinance.
 - c. Explain how the variance is consistent with the Comprehensive Land Use Plan.
4. Property Report.
5. Signed application.

****City Staff may require the submittal of a survey completed by a licensed surveyor.**

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: _____ Date Application Deemed Complete: _____ Variance No: _____

Fees Received: Check number _____ Amount: _____

Zoning Administrator

Date

City Administrator

Date

The signature and acceptance by city staff do not constitute approval of this application request.



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Applicant: _____

(Applicant must be property owner)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ - _____ - _____ E-mail: _____

Property Address: _____

Legal Description of Property: _____

Existing Use of Property: _____

Description of Variance Request: _____

Property Owner Signature

Date

Printed Name