

Fee \$ _____
Rec # _____
Date _____

CITY OF LITCHFIELD
126 NORTH MARSHALL AVENUE
LITCHFIELD, MN 55355

VARIANCE APPLICATION

Address of Property _____

Parcel ID Number _____

Legal Description _____

APPLICANT: (If different than property owner, attach Owner's information and signature to application)

Name _____

Address _____

Phone _____

Email _____

RESIDENTIAL DISTRICT

R-1 R-2 R-3
Single Residence Multi-
Family Family

BUSINESS DISTRICT

B-1 B-2 B-3 B-4
Limited Retail Roadside General
Shopping

INDUSTRIAL DISTRICT

I-1 I-2
Limited General

A-1
Agricultural
Preservation

A-2
General
Agricultural

COUNTY ZONING

R-1 R-2
Suburban Rural

C-1
Commercial

C-2
Neighborhood
Commercial

I-1
General
Industry

Other: _____

Purpose of Application (Please be specific) _____

Extent of Variance (Please be specific) _____

Applicant should submit sufficient information to demonstrate that the request will be compatible with the neighborhood. Please see the checklist on page 2.

Signature

Date of Application: _____

Planning Commission

Approved _____

Disapproved _____

Date _____

City Council

Approved _____

Disapproved _____

Date _____

Variance Submittal Checklist

1. Completed City of Litchfield Variance Application
2. Legal description of the property
3. Property identification number
4. Narrative statement on what is intended to be done on or with the property and how it does not conform to the Ordinance.
5. Small key (location map)
 - a. Can be an aerial view (printed out from Google/Bing maps) with property in question outlined. Should show surrounding properties within three hundred fifty (350) feet and streets for reference.
6. Survey/Site Plan
 - a. North Arrow
 - b. Total lot area in square feet
 - c. Lot dimensions, all sides
 - d. Existing and proposed buildings with location, dimensions, building area and height
 - e. Distances on all sides from buildings to property lines and between buildings (if there are accessory structures)
 - f. Location, dimensions and area of all buildings and adjacent lands that are within fifty (50) feet of the property

****Site plan does not need to be prepared by a professional. However, if it is a drawing, every effort should be made to properly scale the drawing, show required items proportionally, write legibly, and use straight lines.*

Additional information that may be required by the City:

(If it is pertinent to the application)

1. Existing and proposed contours or spot grades at no more than two (2) foot intervals
2. Drainage design for roof areas, parking lots and driveways showing area for or method of disposal of surface run-off waters
3. Existing and proposed street curb cut radii and curb cut width
4. Limits and location of proposed or existing sanitary sewerage facilities, storm sewers, catch basins and drywells
5. Location and approximate diameter of proposed or existing trees and other woody stemmed plantings together with the common names of the plantings
6. Limits and location of plantings or physical structures designed for screening
7. Limits, location and size of retaining walls and the type of material to be used in construction
8. Limits and the location of parking lots, driveways, parking bays, outside storage, garbage areas, loading and unloading areas and surfacing and screening thereof
9. Directions of vehicular traffic flow to, from, and within the area, together with traffic control signs and markings
10. Locations, height, candle power and type of all outside lighting including street lighting and sign lighting
11. Locations, size, height and overall dimensions of outside signs
12. Location of underground utilities, e.g. city water, natural gas, electrical, phone and cable
13. Such other or different information as may be required by the design standards set forth hereinafter or as required elsewhere in this Ordinance