



City of Litchfield
 126 North Marshall Avenue
 Litchfield, Minnesota 55355
 Tel (320) 693-7201 Fax (320) 693-9134
www.ci.litchfield.mn.us

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

BUSINESS DISTRICT

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

INDUSTRIAL DISTRICT

I-1 I-2
 Limited General

COUNTY ZONING

A-1 A-2 R-1 R-2 C-1 C-2 I-1
 Agricultural General Suburban Rural Commercial Neighborhood General
 Preservation Agricultural Residential Commercial 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: _____

Fee \$ _____

Rec # _____

Date _____

Variance Criteria

Variations shall only be permitted:

- i. When they are in harmony with the general purposes and intent of the Ordinance
- ii. When the variations are consistent with the Comprehensive Plan

Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance. "Practical difficulties" as used in connection with the granting of a variance means that:

- i. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance;
- ii. The plight of the landowner is due to circumstances unique to the property, not created by the landowners and;
- iii. The variance, if granted, will not alter the essential character of the locality

Variance Submittal Checklist

1. Completed City of Litchfield Variance Application form
2. Narrative statement on what is intended to be done on or with the property and how it does not conform to the Ordinance. Please use the Variance Criteria (above) to discuss the practical difficulty and to justify the variance request.
3. 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