

How Do I Apply for a Variance?

DESCRIPTION

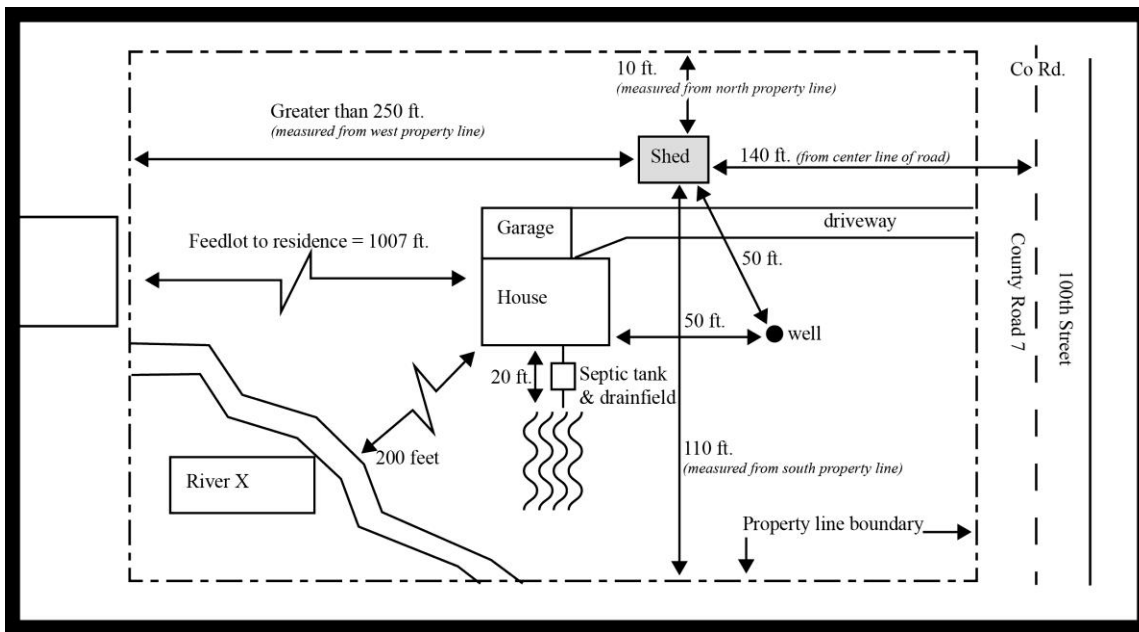
This describes the process to follow to apply for a Variance. The process outlined below may take between 45 and 120 business days.

APPLICATION STEPS

1. Obtain the appropriate application form and application submittal requirements, including
 - Description of the requested Variance, including:
 - o How it is reasonable,
 - o How it is compatible with surrounding properties; and
 - o How it is due to the unique condition of the property creating a legitimate need for the variance.
 - Measurements of all hard surfaces, such as driveways, structures, walkways, decks, patios, etc.
 - Site Plan
 - Certificate of Compliance if property is located in Shoreland or Wild and Scenic River Districts

2. Complete the application.

Below is a sample Site Plan. Your Site Plan should show the location of the requested variance.



3. Submit the completed application and application submittal requirements either in person or mail to:
Mille Lacs County Land Services Office
635 2nd Street SE
Milaca, MN 56353

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COUNTY REVIEW PROCESS

1. Staff will review the application and application submittal requirements within 10 business days to ensure compliance with all applicable federal, state and local regulations.
 - a. The review may include a site visit.
2. Staff will inform the applicant within 15 business days if their application is complete, or if additional information is required.
3. Staff will schedule the item for Board of Adjustment consideration:
 - a. Prepare Board of Adjustment agenda;
 - b. Prepare legal notice to the official county newspaper;
 - c. Prepare notices to be sent to property owners within 500 feet of applicant's property; and
 - d. Notify the applicant of the scheduled Board of Adjustment hearing date.
4. Staff will analyze the application and prepare a staff report to be presented to the Board of Adjustment
 - a. Staff will send copies of the report to the applicant and the township
5. Board of Adjustment conducts a public hearing.
 - a. Written comments are read into the record;
 - b. Personal testimony from notified property owners is heard;
 - c. Applicant testimony is heard;
 - d. Staff report is reviewed and discussed;
 - e. Questions may be asked of applicant or county staff; and
 - f. The Board of Adjustment will make a decision. The Board of Adjustment may table the request for additional information, which may result in a second or third public hearing being required before a decision is made.
6. Staff will notify the applicant in writing within 10 business days of the Board of Adjustment's decision. The notification will include information regarding the applicant's next steps.