

## SUMMARY OF BOARD OF ADJUSTMENT PROCEDURES

**Step 1.** Request application and discuss circumstances with staff.

Application Deadline: (See Attached Calendar for Schedule)

Meeting Date:

**Step 2.** File application by the above-noted deadline this must include all of the following:

- a. A completed application form with the required filing fee;
- b. A full, recordable property description (Attached as exhibit "A")
- c. A complete site sketch listing all applicable distances, setbacks or other necessary measurements;
- d. When the septic system of the parcel on which the request was made is located within the shoreland overlay district, a septic system certification must be completed. (Note: Noncompliant septic systems are required to be upgraded regardless of the outcome of variance proceedings).
- e. Township Signature

**Step 3.** Process (completed by Land Use Management Staff):

- a. Public hearing notice sent to the Republican Eagle for publication
- b. Notification of property owners within 500 feet of affected property (or nearest 10);
- c. Staff review application and generate staff report
- d. Mail information packets to the members of the Board; and
- e. Mail agenda and staff report to the applicant.

**Step 4.** Board of Adjustment meetings are held the fourth Monday of each month unless otherwise stated.

- a. It is recommended that the applicant(s) or a representative attend the meeting to answer any questions the Board may have.

# BOA 2012

Meeting	Application Acceptance	Written Notice/ Packets Due	BOA Date**
January	Dec 26-30	Jan 19	Jan 30 35 days
February	Jan 23-27	Feb 16	Feb 27 35 days
March	Feb 20-24	Mar 15	March 26 35 days
April	March 19-23	April 12	April 23 35 days
May	April 23-27	May 17	May 29 36 days
June	May 21-25	June 14	June 25 35 days
July	June 18-22	July 12	July 23 35 days
August	July 23-27	Aug 16	Aug 27 35 days
September	Aug 20-24	Sep 13	Sept 24 35 days
October	Sept 17-21	Oct 11	Oct 22 35 days
November	Oct 22-26	Nov 15	Nov 26 28 days
December	Nov 12-16	Dec 6	Dec 17 35 days

\*\*Calendar Days

## GOODHUE COUNTY APPEAL APPLICATION

Parcel # \_\_\_\_\_

Permit # \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Last Name		First		M.I.	Date of Birth
Street Address				Phone	
City	State	Zip	Attach Legal Description as Exhibit "A" <input type="checkbox"/>		
Authorized Agent			Phone		
Mailing Address of Landowner:					
Mailing Address of Agent:					

**PROJECT INFORMATION**

Site Address (if different than above):	
Lot Size	Structure Dimensions (if applicable)
What order is the appeal to?	
What is the relief requested in the appeal?	

**DISCLAIMER AND PROPERTY OWNER SIGNATURE**

*I hereby swear and affirm that the information supplied to Goodhue County Land Use Management Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant in applying for this variance is inaccurate or untrue. I hereby give authorization for the above mentioned agent to represent me and my property in the above mentioned matter.*

Signature of Landowner	Date
Signature of Agent Authorized by Agent	

**TOWNSHIP INFORMATION**Township Zoning Permit Attached?  If no please have township complete below:

By signing this form, the Township acknowledges being made aware of the request stated above. In no way does signing this application indicate the Township's official approval or denial of the variance request.

Signature	Title	Date
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Comments:

**COUNTY SECTION** COUNTY VARIANCE FEE \$346 RECEIPT # \_\_\_\_\_ DATE PAID \_\_\_\_\_

Applicant requests a variance from Article \_\_\_\_ Section \_\_\_\_ Subdivision \_\_\_\_ of the Goodhue County Zoning Ordinance

What is the formal wording of the request?

Shoreland \_\_\_\_\_ Lake/Stream Name \_\_\_\_\_ Zoning District \_\_\_\_\_

Date Received \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_ DNR Notice \_\_\_\_\_ City Notice \_\_\_\_\_

Action Taken: \_\_\_\_ Approve \_\_\_\_ Deny Conditions:

**APPLICANT FINDINGS OF FACT  
AND SUPPORTING INFORMATION REGARDING APPEAL**

1. Please state in detail the grounds for the appeal.

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2. Please state the special circumstances or conditions affecting the land, building or use referred to in the appeal that do not apply generally to other property in the same vicinity.

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3. Will the granting of the application materially adversely affect the health or safety of persons residing or working in the area adjacent to the property of the applicant? Why or why not?

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4. Will the granting of the application be materially detrimental to the public welfare or injurious to property or improvements in the area adjacent to the property of the applicant? Why or why not?

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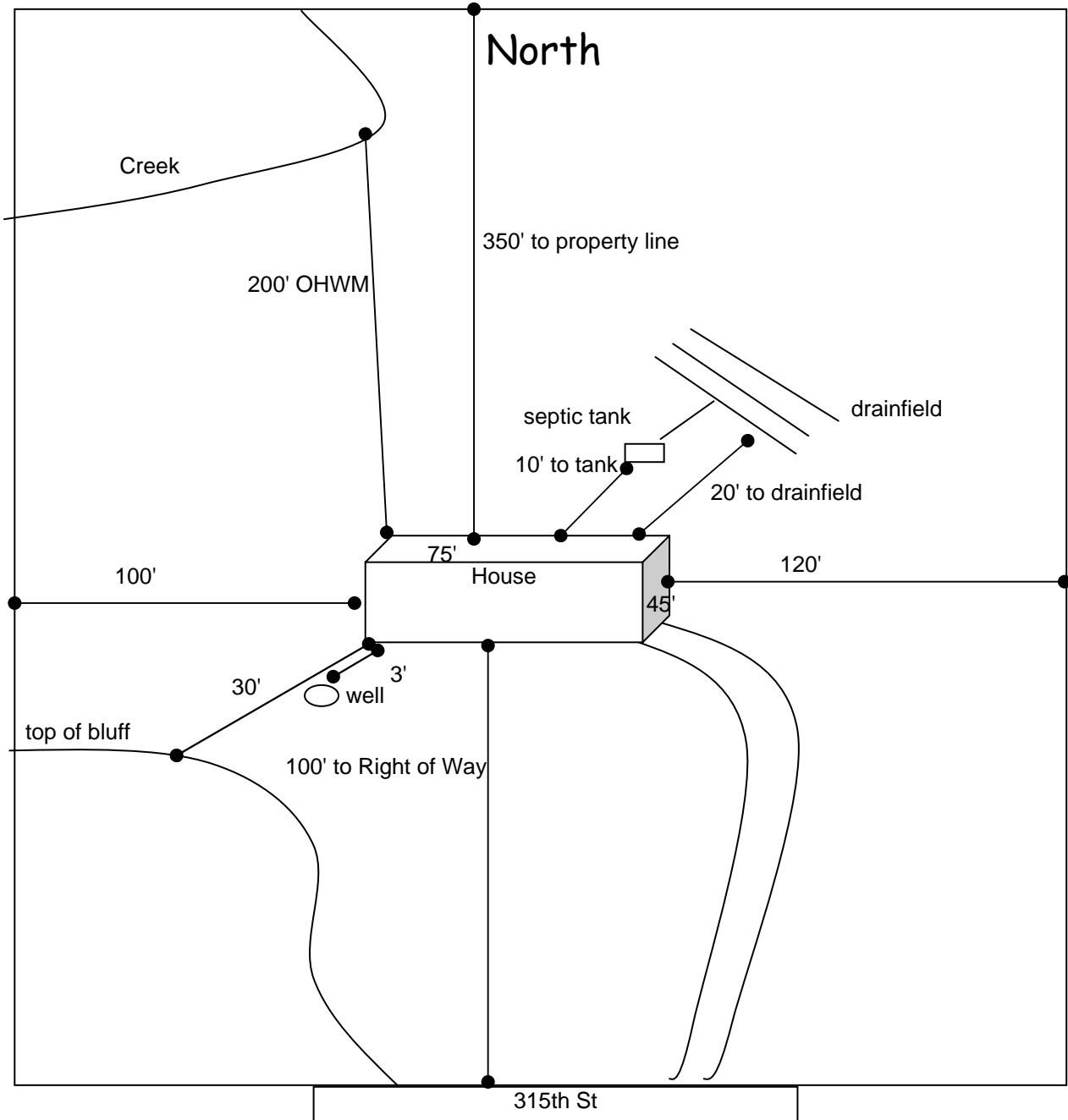
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# Site Plan

**Must include the following information (if applicable):**

- |  |   |
|--|---|
| <input type="checkbox"/> North arrow                   | <input type="checkbox"/> Proposed building(s) with dimensions and distances to property lines |
| <input type="checkbox"/> Property lines                | <input type="checkbox"/> Distance from proposed building(s) to well                           |
| <input type="checkbox"/> Dimensions of parcel          | <input type="checkbox"/> Distance from proposed building(s) to septic system                  |
| <input type="checkbox"/> All buildings with dimensions | <input type="checkbox"/> Any natural feature(s) having an influence on the variance           |
| <input type="checkbox"/> Distance                      |   |

# Site Plan



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- |  |   |
|--|---|
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