

**CITY OF PEQUOT LAKES**  
**VARIANCE APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Variance Application provided by Zoning Department and submit to Zoning Department 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by five (5) prints of site plan drawing complete with as a minimum the information from Variance Checklist.
- C. Application shall be accompanied by application fee made payable to the City of Pequot Lakes. **This fee does not cover the land use permit, which must be filed separately, if necessary.**

**REVIEW:**

- A. Planning and Zoning Department shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Variance Application and supporting documents, the Zoning Department shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for variance applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a variance applications/or hold the release of a construction permit until all fees are paid.

**ACTION:**

- A. The Planning Commission shall hold a public hearing on the variance application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision.

APP # _____
SF # _____
Date _____
(for office use only)

**CITY OF PEQUOT LAKES**  
**VARIANCE APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:		Title Holder of Property:
Legal Owner	( )	_____
Contract Buyer	( )	(Name)
Option Holder	( )	_____
Agent	( )	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Owner, authorizing application: \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:  
\_\_\_\_\_  
\_\_\_\_\_

Legal Description (if metes and bounds, attach sheet): \_\_\_\_\_  
\_\_\_\_\_

Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

State nature of request in detail: (What are you proposing for the property?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Pequot Lakes City Ordinance, Section 17-11.7, the applicant should be prepared at the public hearing to explain the practical difficulty in complying with the ordinance for the proposed variance. Practical Difficulties is described as: *The property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.*

(1) What are the practical difficulties, or unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

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(2) Are the conditions upon which the petition for a variation based unique to the parcel of land for which the variance is sought? If so, were the conditions created by the landowner?

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(3) If the variance is granted, will it alter the essential character of the locality? Explain.

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(4) Is the variance request in harmony with the general purposed and intent of the Ordinance?

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(5) Does the need for a variance involve more than economic considerations? Explain.

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(6) Is the variance request consistent with the Comprehensive Plan?

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(7) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

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(8) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

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(9) Describe the impact on the character of the neighborhood in which the property is located.

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(10) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

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(11) Discuss any environmental limitations of the site or area.

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(12) Please include any other comments pertinent to this request.

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**ECONOMIC DEVELOPMENT COMMITTEE**

**CITY OF PEQUOT LAKES**  
**VARIANCE CHECKLIST**

**\*\*\* The following information must be received by the City at least thirty (30) days prior to the next Planning Commission meeting.** The City then has ten (10) days to determine if the application is complete or not. If the application is determined incomplete, applicant will be notified.

- \_\_\_\_\_ Completed application.
- \_\_\_\_\_ Fee (Commercial or Residential + Recording Fee with Crow Wing County) \*\*
- \_\_\_\_\_ Five prints of site plan
- \_\_\_\_\_ Sewer Compliance Inspection (if ISTS)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ Site plan with the following information, as a minimum (unless waived by P&Z Department):
  - \_\_\_\_\_ Legal Description of Site
  - \_\_\_\_\_ Site plan, prepared by a licensed surveyor, showing parcel, dimensions and 10 foot contours (smaller contour intervals may be required where deemed necessary by the P & Z Department, Planning Commission or City Council)
  - \_\_\_\_\_ Location of all structures and their square footage
  - \_\_\_\_\_ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
  - \_\_\_\_\_ Proposed landscaping and screening plans
  - \_\_\_\_\_ Proposed Drainage Plan
  - \_\_\_\_\_ Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
  - \_\_\_\_\_ Soils data
  - \_\_\_\_\_ Location of the subject property (a copy of the tax map can be used)
  - \_\_\_\_\_ Name of record owner/title holder of property

\_\_\_\_\_ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features

\_\_\_\_\_ Approximate location of any proposed signs

**The following takes place once the application has been determined complete:**

\_\_\_\_\_ City publishes Public Hearing Notice in newspaper

\_\_\_\_\_ City mails Public Hearing Notices to neighboring parcel owners within 350 feet of subject property.

\_\_\_\_\_ One week prior to Planning Commission meeting, Staff Report will be available at City Hall or on the website.

\_\_\_\_\_ Planning Commission meeting: Planning Commission holds a public hearing and makes decision on Variance within the required timeframe.

**\*\* When costs associated with processing or reviewing an application exceed the original application fees, the applicant shall reimburse the City for any additional costs.**

**CITY OF PEQUOT LAKES CONTACT INFORMATION**

City of Pequot Lakes:

Traci Pederson, Zoning Administrator  
4638 Main Street  
Pequot Lakes, MN 56472  
Phone: 218-568-2354  
Fax: 218-568-5860  
Email: [tpederson@pequotlakes-mn.gov](mailto:tpederson@pequotlakes-mn.gov)

City Planner:

Thomas Roloff  
Sourcewell  
Email: [thomas.roloff@sourcewell-mn.gov](mailto:thomas.roloff@sourcewell-mn.gov)