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ZONING VARIANCE REQUEST AND APPEALS (reference Section 535.05)

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Owner (if different from Applicant) \_\_\_\_\_

Owners Address \_\_\_\_\_

Day Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

Applicant's Authority (if other than Owner) \_\_\_\_\_

Legal Description of Property \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_ Existing Use of Property \_\_\_\_\_

Area of Property \_\_\_\_\_ Section of Ordinance(s): \_\_\_\_\_

Please describe the proposed use/request in appropriate detail (attach additional sheets if necessary): \_\_\_\_\_

Application for rezoning, conditional use permit, non-conforming use permit or zoning text amendment will not be accepted until the applicant has provided the information required by the applicable sections of the zoning code (see above reference). The minimum information is summarized below:

1. Detailed written and graphic material fully explaining the request.
2. Certificate of Survey of property (3 copies) showing the following:
  - A. Location and dimensions of the existing and proposed structure(s) along with setbacks on the lot.
  - B. Location and use of adjacent structures.
3. Existing scaled floor plans, scaled elevations, and any proposed changes.
4. Application Fee
5. Floodplain Information, if applicable (see back page).

Applications must be received 4 weeks prior to the Planning Commission meeting at which request is to be heard.

Application Deadline: \_\_\_\_\_ Application Fee \$200.00 \*, \*\* Receipt # \_\_\_\_\_

Planning Commission Date \_\_\_\_\_ \*City Council Date(s) \_\_\_\_\_ & \_\_\_\_\_  
(\*Tentative: final date will be announced at the Planning Commission meeting.)

The undersigned acknowledges/declares that all the facts and representations stated in this application are true and by signing, acknowledges the cost and the procedure for the processing of this application and certifies that the property described by the provided address is not tax delinquent. Furthermore, undersigned grants City staff entry upon the land in question to perform any necessary site inspections during the duration of the project. **Applicant should be represented at the Planning Commission meeting and the City Council public hearing.**

\_\_\_\_\_  
Signature of Applicant (and Owner if other than applicant) \_\_\_\_\_ Date \_\_\_\_\_

\*Applicant may be liable for additional expenses such as legal fees.  
\*\*Applicant may be billed for additional staff time.

Floodplain Information:  
*(reference section 530)*

Contours (1' intervals)  
Lowest floor elevation  
100 year flood elevation  
Ordinary High Water Mark  
House elevation showing deck