

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
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(for office use only)

**CORINNA TOWNSHIP
VARIANCE APPLICATION**

Name of Applicant: _____

Property Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Phone (home/work): _____ Phone (cell/other): _____

E-mail (optional): _____

Applicant is:

Title Holder of Property (if other than applicant)

Legal Owner Name: _____

Contract Buyer Address: _____

Option Holder City, State, Zip: _____

Agent

Other Please specify: _____

Property ID #: _____ Lake Name _____
(12 digit # on tax statement) 206-_____ (if applicable)

Legal Description: _____
(attach if necessary)

Signature of Legal Owner, authorizing application (required): _____
(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.)

What type of variance are you requesting (check as many as apply)?

- | | | |
|---|--|---|
| <input type="checkbox"/> 1 per 40 Division | <input type="checkbox"/> Road Setback | <input type="checkbox"/> Building/Impervious Coverage |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Lake or River Setback | <input type="checkbox"/> Height of Structure |
| <input type="checkbox"/> Undersized Lot | <input type="checkbox"/> Side or Rear Line Setback | <input type="checkbox"/> Septic System Setback |
| <input type="checkbox"/> Appeal of Staff Interpretation | <input type="checkbox"/> Bluff Setback | <input type="checkbox"/> Other _____ |

Please read the variance application in its entirety before submitting the application. See the attached schedule of public hearings for relevant application deadlines. The full land use ordinance is available at the Town Hall and online at www.hometownplanning.com/corinna-township.html.

NOTE: Incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing. It is recommended that you work with the Zoning Administrator well before the application deadline to ensure that you have all required information so as to avoid delays in the hearing of your application.

Please complete all of the following questions:

1. What are you proposing for the property? State nature of request in detail:

2. Describe why you believe the granting of the variance request would be in harmony with the general purposes and intent of the Corinna Township Land Use and/or Subdivision Ordinance (available at www.hometownplanning.com/corinna-township.html).

3. Describe why you believe the granting of the variance would be consistent with the Corinna Township Comprehensive Plan (Plan available at www.hometownplanning.com/corinna-township.html).

4. Describe why you feel that your proposal is a reasonable use of the property.

5. Describe what factors contributing to the need for a variance were not in your control. Address factors such as the lot size or shape, topography, location of existing buildings, sewer systems and wells, and any other factors you feel are relevant.

6. Describe the character of the area and why your project will not substantially change the character of the neighborhood or be a detriment to nearby properties.

7. Describe why it is not feasible for your project to meet the minimum requirements of the ordinance. What options did you explore that would minimize the variance necessary and why did you determine these were not feasible alternatives?

8. Discuss what impacts, if any, the requested variance may have on the environmental quality of the area. For any potential impacts, how do you intend to eliminate or minimize their effect?

9. **Flood Insurance Notice:** If your variance request involves a request to construct a structure below the base flood level, you are hereby notified that this will result in an increased premium rate for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage. Such construction below the base or regional flood level increases risks to life and property.

****If you are requesting to construct a structure below the base flood level, please initial here that you have read and understand the above notice:*** _____

10. Please include any other comments pertinent to this request.

VARIANCE APPLICATION CHECKLIST

The following information shall be provided as part of an application for a variance

NOTE: Incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing. It is recommended that you work with the Zoning Administrator well before the application deadline to ensure that you have all required information so as to avoid delays in the hearing of your application.

- Completed application, including signature of property owner
- Application Fee
- No outstanding violations
- Sewer Certificate of Compliance (if not served by public sewer and the property in question has a dwelling). If the sewer has been found failing, documentation from a licensed sewer designer indicating the type, size and location of a replacement sewer system. In some cases, a full design for a replacement sewer may be required. (If possible, please have your sewer contractor send a digital copy (PDF format) of the sewer design or site plan drawings to clerk@corinnatowship.com.
- Proposed method for managing stormwater and preventing erosion/sedimentation during construction (temporary stormwater management). Discuss/show type of erosion control practices (i.e. silt fence, biologs, etc...) to be used and location of installation.
- Proposed method for managing stormwater and preventing erosion/sedimentation after construction (permanent stormwater management – what type of vegetation are you planting, are there retaining walls involved, rainwater gardens, rainwater barrels, directing roof runoff via gutters away from a lake or waterbody, etc...)
- Preliminary Building Plans of your project, if applicable. (If possible, please have your builder send a digital copy (PDF format) of the building plans or site plan drawings to clerk@corinnatowship.com. The plans must include:
 - Floor plans for all levels, including basements. All rooms should be labeled (i.e. bedroom, kitchen, etc...).
 - Elevation (side view) drawings of the exterior
 - Accurate depictions of how the building will fit in with the landscape. Where land will be re-graded or excavated, show how the building and adjacent land would look before and after completion of the proposed project.
 - Note the height of the building, as measured to the highest peak. For walkout basements or other situations where heights vary from one part of the building to another, please contact us for how to calculate height.
 - Length, width and other outside dimensions
 - Total square feet of inside floor area
 - Total square foot of ground covered by the building
 - Width of roof overhangs/eaves
 - In cases where a building is being remodeled or added on to, clearly note what portions are existing and which are proposed.
- Topographic contours at 2 foot intervals and source of contour interval, unless approved otherwise by the Zoning Administrator or Board of Adjustment. A contour map of the surrounding properties may also be required. 2-foot contour maps can be obtained for a small fee from the Wright County Surveyor's Office (763-682-7690) which may be sufficient for some applications. Detailed topographic surveys may

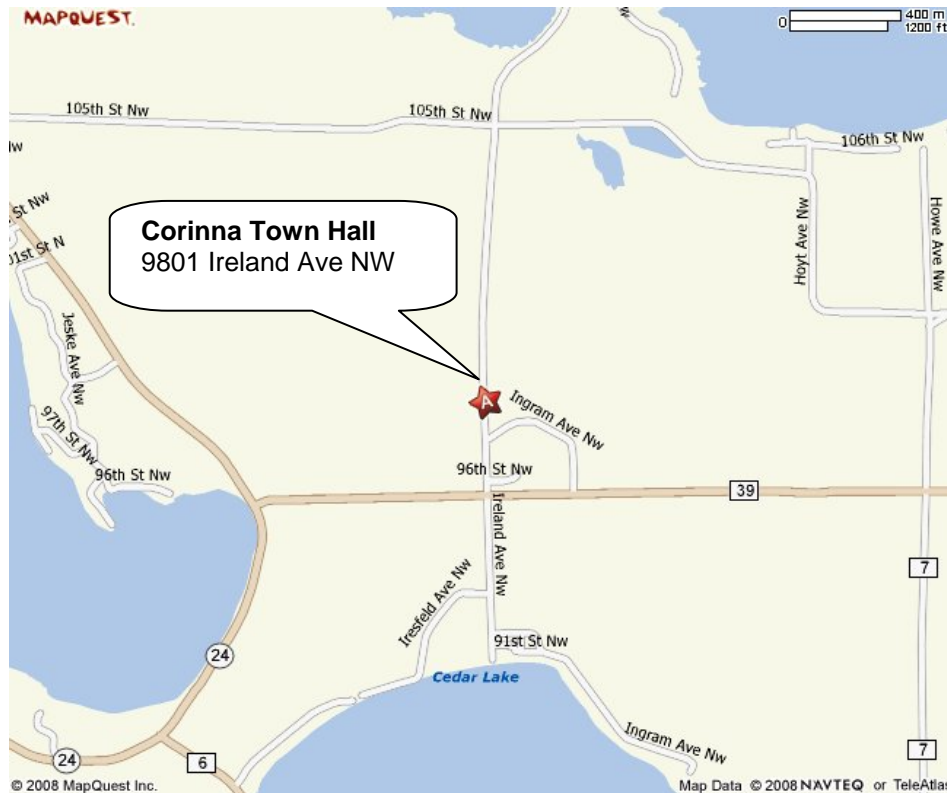
be required by the Zoning Administrator if necessary to determine compliance with bluff setbacks or other relevant requirements of the Zoning Ordinance. You may request that the Surveyor's office e-mail a PDF copy of the contour map (with aerial photo) to clerk@corinnatownship.com.

- Place stakes on your property to show the location of your project and any other relevant locations, such as bluff setbacks, the ordinary high water level, well locations, sewer location, etc... These will assist the Township during the site visit prior to the hearing.
- A current Certificate of Survey is required for most variance applications, including on all lots smaller than 20,000 square feet in size. Surveys will be required whenever the requested variance relates to a lake or property line setback or when measurements are essential to the application. The survey must show the same information as outlined below for site plans, unless one or more items are waived by the Zoning Administrator as being irrelevant to the application. *(If possible, please have your surveyor send a digital copy (PDF format) of the survey to clerk@corinnatownship.com.*
- A site plan with the following information, at a minimum*:
 - Legal Description of Site (can be located on most property tax statements)
 - Location of the subject property (a copy of the tax map can be used)
 - Name of record owner/title holder of property
 - Size of parcel and dimensions
 - North point
 - All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake Ordinary High Water (OHW) level) and each other
 - All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - Location on the parcel of existing and proposed sewage treatment systems (SSTS), if present, and wells and their distance from property lines, structures and each other. If served by public sewer, note this.
 - Existing and/or proposed square footage of any driveway (gravel and paved), access roads, parking, sidewalks, decks, stairways, retaining walls, patios or other impervious (hard) surfaces that sheds rainwater. Any overhangs or cantilevers that extend more than 24 inches from the foundation shall be included in this calculation. Landscaping underlain with a fabric or barrier designed to allow water to pass through is not considered impervious.
 - Proposed landscaping and screening plans, if applicable, showing location and type of grasses, shrubs, trees or landscaping material to be used.
 - Proposed grading plan, showing any areas to be graded or otherwise disturbed so that bare soil is exposed. Note the dimensions and overall size of the area to be disturbed (if greater than one acre, a separate stormwater permit will be required) and the amount of material to be moved as part of the project (brought in, removed or moved around) in cubic yards. Show how the land will look before and after the proposed project.
 - Approximate location of existing and proposed water courses, wooded areas, wetlands, and other significant physical features
 - A description of the expected timeline for any work related to the proposed use.

** Under certain circumstances, the Board of Adjustment may require photos of the site or buildings on the site, stormwater management plan, landscaping plan, architectural drawings, engineering or architectural certifications/professional opinions, construction plans or other detailed information when determined necessary to make an informed decision. In order to expedite your application and avoid delays, the Zoning Administrator may recommend the submittal of this information as part of the initial application or at least two weeks prior to the meeting.*

CORINNA TOWNSHIP CONTACT INFORMATION

Land Use and other Permit Applications can be obtained at www.hometownplanning.com/corinna-township.html or at the Township office. Completed applications should be dropped off at the Town Hall during office hours (8am-3pm, Mon, Tues, Thurs and Fri – closed Wednesday). A drop box is available outside of Town Hall to obtain application forms or drop off completed applications 24 hours per day.



Corinna Township may be reached at:

Corinna Township
9801 Ireland Avenue NW
Annandale, MN 55302
Phone: 320-274-8049
Fax: 320-274-3792
Email: clerk@corinnatownship.com
www.corinnatownship.com

The Township Zoning Administrator is:

Ben Oleson
Hometown Planning
Phone: 888-439-9793
Fax: 888-439-9793
E-mail: oleson@hometownplanning.com
www.hometownplanning.com/corinna-township.html

The Corinna Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on www.hometownplanning.com/corinna-township.html.