

**SHERBURNE COUNTY
PLANNING & ZONING ADMINISTRATION**

13880 Business Center Drive
Elk River, MN 55330
763-765-4450 or 1-800-438-0578 - Fax: 763-765-4467
E-mail Address: zoning@co.sherburne.mn.us

Application for Variance or Appeal

Variance <input type="checkbox"/>	\$ 400.00 Application Fee	Receipt No:
Appeal <input type="checkbox"/>	\$ 400.00 Application Fee	Date Paid:
	\$ 46.00 Recording Fee	
		Date of Complete Application:
<i>Fees are Non-Refundable</i>	\$ Total Paid:	_____/_____/_____ <i>(for office use)</i>

The following to be completed by applicant

Applicant's Name:										
Applicant's Address:										
E-mail:			Daytime Phone:			Cell Phone:				
Property Owner(s):										
Property Owner's Address:										
E-mail:			Daytime Phone:			Cell Phone:				
PID:			Zoning District:							
Legal Description:					Name of Township:					
Acreage:				Sec:				Twp:		
Shoreland #:				Lake Name:					DNR Class:	
Date of last septic upgrade:								or compliance inspection:		
Explanation of Request <i>(i.e. Requesting a 10 foot variance from Road Right of Way of 65th Ave to construct a garage):</i>										

If in a subdivision does this request comply with your Protective Covenants (check one)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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Applicant's Signature: _____ Date: _____

Print Name of Applicant: _____

Property Owner(s) Signature: _____ Date: _____

Print Name of Owner(s): _____

By signing this application, the landowner(s) agree to permit the County to enter the property for the purposes of inspecting the applied and/or permitted use.

Variance Application Check List

Applications will not be considered complete until the following has been received:

- ___ Application to be signed & dated by Applicant(s) and Property Owner(s)
- ___ Fees Paid Receipt #: _____ Recording Fee Paid: _____
- ___ Certificate of Septic Compliance (if the septic system is older than 10 years old, or a passing compliance check has not been completed within the past 10 years).
- ___ Building plan, include elevations and dimensions of proposed project.
- ___ Detailed site plan sketch or survey (example and graph paper are enclosed with Application Packet).
- ___ If in the Shoreland District (within a 1000 feet of a lake or 300 feet of a river) calculate impervious surface (all hard surface on the lot i.e. driveway, sidewalks, garage, patio and home).

Items to be completed after application have been submitted to Planning & Zoning

- ___ Clearly identify property and proposed location of structure with flags or stakes.
- ___ Township Comment Form, completed by applicable Town Board
- ___ Comments from DNR (if in the Shoreland District)
- ___ Comments from County Highway Department (if on a County Road)
- ___ Comments from MnDOT (if on a State Highway)
- ___ Other _____

Application requests will not be scheduled for a public hearing until all comments have been received by the Zoning Office. Return application to:

Sherburne County Planning & Zoning
13880 Business Center Drive
Elk River, MN 55330
or;
Fax: (763) 765-4467

Or E-mail to: zoning@co.sherburne.mn.us

What happens next?

Staff will review your application and mail to you a letter if your application is complete, or a letter stating the reasons why your application is not complete, and what additional information is needed. **It is your responsibility to contact your Town Board to get on their meeting agenda.** (List of Township contacts and meeting dates attached). When you meet with the Town Board, they will make a recommendation for approval or denial. Then your Variance/Appeal will be scheduled for a Public Hearing with the Sherburne County Board of Adjustment who will approval or deny the request. Your neighbors will be notified of your application and be given an opportunity to speak for or against your request at the Public Hearing.

It typically takes 1-2 months from the time a complete application is submitted until the Sherburne County Board of Adjustment approves/denies the request. If you have any questions, please call the Zoning Office at (763) 765-4450