



ZONING PERMIT APPLICATION

VARIANCE / APPEAL

PUBLIC WORKS DEPARTMENT

11660 Myeron Road North Stillwater, Minnesota 55082
PHONE (651) 430-4300 EMAIL Publicworks@co.washington.mn.us

VARIANCE FEE: \$500.00

Payment Date:

Permit #:

Checks payable to WASHINGTON COUNTY

Payment Type:

Main application form with sections for: Parcel Identification Number (s), Township & Legal Description, Project Address, Owner information, Applicant information, Description of Request, and Signature/Date fields for Owner and Applicant.



## VARIANCE/APPEAL APPLICATION CHECKLIST

The County must receive the following items to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested. The Board of Appeals will hold a public hearing to consider the application within sixty (60) days of the date your application is determined by staff to be complete. Please refer to Appeals and Variances, Chapter 1, Section 6, of the Washington County Development Code for further information about the variance process.

\_\_\_\_\_ **Fee (non-refundable)**

\_\_\_\_\_ **Application Form**

\_\_\_\_\_ **Certificate of Survey (12 copies) with the Following Information:**

- Location of existing and proposed buildings
- Required building setbacks
- Lowest floor elevation of the proposed structure
- Location of the ordinary high level (for lakeshore properties)
- Proposed grading plan

\_\_\_\_\_ **Site Plan (12 copies) Showing the Following:**

- Location of all existing and proposed buildings - building sizes including square footage
- Curb cuts
- Driveways
- Access roads
- Parking Spaces
- Off-street loading areas
- Sidewalks
- Location of septic system
- Location of well
- Any other improvements on property

\_\_\_\_\_ **Written Statement Explaining the Variance(s) Requested and Reasons for the Request**

\_\_\_\_\_ **Building/architectural elevations of existing and proposed structure(s)**

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