



# **LAND USE AND VARIANCE APPLICATION**

## **City of White Bear Lake**

4701 Highway 61, White Bear Lake, MN 55110

(651) 429-8561 / FAX: (651) 429-8503

**Please complete the entire form to ensure proper application and publication. (See opposite side for further information.) Also, please set an appointment with a Planner to submit.**

Owner / Applicant: \_\_\_\_\_

Site Address: \_\_\_\_\_

Daytime Phone Number(s): \_\_\_\_\_

Email / Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**DESCRIPTION OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature & Printed Name

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Property Owner's Signature (Required if different from applicant.)

\_\_\_\_\_  
Property Owner's Printed Name and Title

### **NATURE OF REQUEST:**

Comprehensive Plan Amendment (\$500, \$560 if change in Land Use Designation)\*

Conditional Use Permit (CUP) (\$460)\*

CUP Amendment (\$260)\*

Variance (\$310 for residential, \$560 for other)

Time Extension for CUP or Variance (\$50)

Rezoning (\$810)\*

Text Amendment (\$750)\*

Planned Unit Development (\$810)\*

Concept Plan (\$200)

Lot Split (\$250)

Preliminary Plat (\$560)\*

Final Plat (\$100)

Vacation (\$310)

Permitted Home Occupation (\$50)

Special Home Occ. (\$160)

Other: \_\_\_\_\_

\*Escrow may be required – See [City of White Bear Lake Fee Schedule](#)

### **FOR OFFICE USE ONLY**

Case No(s). \_\_\_\_\_

Zoning \_\_\_\_\_

Fee \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

## **APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING:**

### **Submit two copies of the following:**

- A written narrative describing the request and why the City should approve the request.  
For a variance, please cite the specific numeric deviation being requested and list the conditions unique to the subject property that prevents compliance with the zoning code. Variances from zoning standards may be granted in cases of practical difficulty. Minnesota State Statute 462.357, subd.6 reads, "'Practical difficulties,' as used in connection with the granting of a variance, means that 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 the locality. Economic considerations alone shall not constitute a practical difficulty." Please address the standards listed in Zoning Code Section 1301.060, Subd.1.b, as they relate to your request.  
  
For a conditional use permit, please describe how the use will function, e.g., hours of operation, deliveries, etc. Please also address how or why the standards listed in Zoning Code Section 1301.050, Subd.2.e, have been met.
- A site plan of proposed request, drawn to scale (1" = 20') or as approved by city planner, showing the following:
  - a. Arrow indicating north.
  - b. Location of structure(s) and parking on lot.
  - c. Adjacent street names.
  - d. Setbacks and use of proposed structure(s) and parking.
  - e. Setbacks and use of adjacent structures.
  - f. Dimensions of proposed structures.
  - g. Distance between any proposed structure and structures on adjacent lots.
  - h. Impervious area calculations, if located within the Shoreland Overlay district.
  - i. Other information as required in the Zoning Code, including an existing conditions plan.
- Existing and proposed building elevations and floor plans for the entire building printed to scale. Colored elevations renderings and building material samples if a commercial project.
- Demo, landscaping, lighting, utility, and grading and drainage plans, including stormwater calculations, to scale, for most new development (check with city planner for specific requirements).
- An Adobe PDF file of all project plans. This may be submitted by e-mail.
- If a lot split, please provide a Certificate of Survey – see "Survey Requirements" document.
- If a commercial project of infill residential development, please provide a written response to "Nine Design Principles" document.

### **NOTES:**

1. Approximately one week before the Planning Commission meeting, twenty photocopies of above described plans, reduced to 11" x 17" must be submitted.  
**Please coordinate with the planner about the timing of this part of the submittal.**
2. If the applicant is different than the owner, permission from the owner to apply is necessary in the form of a written letter.
3. The applicant shall pay for additional mailings and publications costs when the applicant requests a tabling or continuation of his/her case.
4. You are encouraged to discuss your proposal with adjacent property owners before you submit a formal application.