



White Bear Lake Community Development Department
 White Bear Area Department of Inspections
 4701 Highway 61, White Bear Lake, MN 55110
 Zoning 651-429-8561/Inspections 651-429-8518/Fax 651-429-8503
www.whitebearlake.org

**Administrative
 Variance
 Application**

Applicant's Name: _____

Site Address: _____

Day Phone #: _____

Email Address: _____

Mailing Address (if different than site): _____

Property Owner's Name (If different than applicant): _____

REQUEST (check one):

- Expanding a Line of Non-Conformity: Required Setback: _____' Proposed Setback: _____'
- Second Accessory Structure over 120 sq. ft.: Size of structure _____ sq. ft. Must also complete the accessory Structure worksheet.
- Front Yard Average Setback: Must provide the setback dimensions for the neighboring properties on either side of you as measured to enclosed living area (not porch or deck).
- Hard Surface Parking Space in Front of Living Area.
- Rear Yard Cover: Must complete the rear yard cover worksheet.
- Ground-Mounted Solar Energy System.

 Applicant Signature Date

 Property Owner's Signature Date

All six types of Administrative Variances must submit the following before the application can be processed:

1. Non-refundable \$100.00 application fee.
2. Written consent from all affected property owners.
3. Site plan.

Office Use Only:	Staff Panel Approval:	Case #: _____
_____	_____	Receipt #: _____

In the event the application for an administrative variance is not approved, the applicant may apply for a formal variance.

There are six types of Administrative Variances:

Expanding an Existing Line of Non-Conformity

Where an addition is proposed to a pre-existing, dimensionally non-conforming structure or side of a structure, and the proposed addition extends no closer to a property line, lake shore, wetland or other structure than the pre-existing, non-conforming structural encroachment currently on the site, the required building setbacks may be varied by administrative variance. RE: 1302.040, Subd.4.d.

Second Accessory Structure Over 120 Square Feet in Size

A second accessory structure over 120 sq. ft. in size may be allowed by administrative variance provided the following criteria are met. The combined square footage of a second accessory structure and an attached garage for lots having 10,500 sq. ft. or less shall not exceed 1,000 sq. ft. or 100% of the first floor area of the principal structure, whichever is more restrictive. For lots greater than 10,500 sq. ft., the second accessory structure and the attached garage together shall not exceed 1,250 sq. ft. or 100% of the first floor area of the principal structure, whichever is more restrictive. In no case shall the second accessory structure exceed 10% of the existing rear yard or 625 sq. ft., whichever is most restrictive. RE: 1302.030, Subd.4.i.2.b & c.

Front Yard Average Setback

Where the front yard setback of existing buildings in residentially zoned districts is greater or lesser than the minimum front yard setback required and said existing buildings are within 100 ft. on either side of a structure to be erected, then the setback for the new structure shall be the mean depth of the adjacent structures. In the case where an adjacent structure is within 100 ft. of a structure to be erected and on the other side an adjacent property is either vacant or is a corner lot not addressed to the same street, then the setback shall be the average of the adjacent structure and the required minimum front yard setback. Except for those properties abutting a lake, pond, or wetland area, the said average setback distance may be varied by an administrative variance up to 10 ft. In the case of a lot having lake frontage in the "S" Shoreland District, for the purposes of complying with this provision, the yard abutting the lake shall be considered the front yard. RE: 1302.050, Subd.4.c.

Parking In Front of the Living Area

In the case of single family, two family, townhouse and quadraminium dwellings, parking shall be prohibited in any portion of the front or side yard except designated driveways leading directly into a garage or one space located on the side of a driveway or garage. A hard surface space may be allowed in front of the principal living area by administrative variance, provided that the applicant can demonstrate that such space is needed for turning around a vehicle so as not to have to back onto a roadway designated as a local collector or greater, and that conditions such as the lot width and/or placement of structure(s) on the property, or other factors, would preclude the placement of a similar space not located in front of the principal living area. Such parking spaces shall be a maximum of 10 ft. wide and 20 ft. long. Said space shall adhere to the side yard setbacks established for the lot's driveway and shall be set back from the front right-of-way line a minimum of 15 ft. Said space shall be surfaced with blacktop, concrete or other hard surface material approved by the City Engineer and is subject to impervious surface limits. Parking on parking spaces located in front of living area of a dwelling shall be limited to passenger vehicles as defined in Section 1301.030, Subd.16. RE: 1302.050, Subd.6.f.

Rear Yard Cover

For properties less than 10,000 square feet in size, no combination of accessory buildings or uses per single or two-family home shall cover more than 35% percent of the available rear yard, or no more than 42% with an administrative variance. For properties 10,000 square feet in size or greater, no combination of accessory buildings or uses per single or two-family home shall cover more than 25% of the available rear yard, or no more than 33% through an administrative variance. RE: 1302.030, Subd.4.i.2.e

Ground-Mounted Solar Energy System:

Through an administrative variance, ground mounted systems may be allowed on residential properties. The system may not exceed 100% of the footprint of the home, must be located in the side or rear yard, and rear yard cover regulations shall apply. The setback distance from the property lines shall be equivalent to accessory structure setback requirements. RE: 1302.030, Subd.22.