



For Office Use Only	
	Stamp
Fee Paid:	_____
Escrow Paid:	_____

Minor Deviation Land Use Application & Checklist

Minor deviations are found in Hugo City Code Chapter 90, Section 90-39. Procedures for processing minor deviation requests are the same as variance requests found in Hugo City Code Chapter 90, Section 90-38.

A minor deviation may be granted from the construction limitations outlined in any zoning district where there is ample evidence that the minor deviation will not adversely affect the health, safety and welfare of the city, will not adversely affect neighboring property, where such action will not constitute the mere granting of a privilege, and where it can be demonstrated that the deviation is in keeping with good land use planning principles. When granting the minor deviation, the community development director or his designee may require additional open space, landscaping, or other compensating element to lessen the impact of the deviation

Property Information

Street Address of Property _____ P.I.D. Number _____

Legal Description
(Please attach description if lengthy) _____

Applicant (Applicant will receive all correspondence from the City)

Name _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Email _____

Signature of Applicant _____ Date _____

A detailed description of the minor deviation requested, including reference to those provisions of the ordinance to which the minor deviation applies. _____

A detailed statement as to the unique conditions of the property that make the minor deviation desired, as well what loss of use the property owner will incur if the minor deviation is not granted. _____

Property Owner(s)

Name _____
Address _____ City _____ State _____ Zip _____
Phone () _____ Cell () _____ Email _____

Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

All property owners must sign.

PRINT Name of property owner & PIN _____

Signature _____ Date _____

STATE OF MINNESOTA)
) ss. (Individual Notary)
COUNTY OF WASHINGTON)

On this ____ day of _____, 20____, before me, a Notary Public, personally appeared _____
and _____, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

Notary Public

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ALL THE FOLLOWING INFORMATION **MUST** BE SUBMITTED.

- _____ Completed Application signed by all owners, in fee title, of the property to which the minor deviation shall apply.
- _____ The legal description and address of the property to which the minor deviation shall apply.
- _____ Proof of ownership of the property to which the minor deviation shall apply. (Only the property owner may apply for a minor deviation, and all owners of record must sign the application and agree to the minor deviation.)
- _____ Copies of any previous minor deviations, variances, site plan approvals, Conditional Use Permits, or other permits issued to the site.
- _____ A detailed description of the minor deviation requested, including reference to those provisions of the ordinance to which the minor deviation applies.
- _____ A detailed statement explaining how criteria listed under section 90-38, Sub C, 1-6 has been satisfied.
- _____ A site plan showing the relationship of the minor deviation requested to adjacent property, site development standards, and other information having a bearing on the minor deviation.
- _____ A sewer and water service plan.
- _____ Application fees as established by the City Council.

Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.