



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

Variance Land Use Application & Checklist

Procedures for processing variance requests are found in Hugo City Code Chapter 90, Section 90-38.

A variance may be granted to the strict application of any zoning standard which, if strictly applied, would result in unnecessary hardships or practical difficulties where the hardship or difficulty is characteristic of the land and not of the property owner. Variances may be granted with respect to the placement of structures on the land, to the size of such structures, and the like. Variances may not allow the establishment of a use in a district where such use is not permitted by ordinance.

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 variance requested, including reference to those provisions of the ordinance to which the variance applies (Please attach description if lengthy)

A detailed statement as to the unique conditions of the property that make the variance desired, as well what loss of use the property owner will incur if the variance is not granted (Please attach statement if lengthy)

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

Stamp

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

- _____ Completed application signed by all owners, in fee title, of the property to which the variance shall apply.
- _____ The legal description and address of the property to which the variance shall apply.
- _____ Proof of ownership of the property to which the variance shall apply. (Only the property owner may apply for a variance, and all owners of record must sign the application and agree to the variance.)
- _____ Copies of any previous variances, site plan approvals, Conditional Use Permits, or other permits issued to the site.
- _____ A detailed description of the variance requested, including reference to those provisions of the ordinance to which the variance 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 variance requested to adjacent property, site development standards, and other information having a bearing on the variance.
- _____ 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.