



BELTRAMI COUNTY
ENVIRONMENTAL SERVICES
Phone: 218-333-4158
<http://www.co.beltrami.mn.us>
esd@co.beltrami.mn.us

Date submitted: _____
Date of requested hearing: _____

VARIANCE APPLICATION

PLEASE PRINT

1. NAME OF APPLICANT(s): _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

MAILING ADDRESS CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ CELL: _____

E-MAIL: _____

PARCEL(s): _____

ACREAGE: _____ TOWNSHIP: _____

LEGAL DESCRIPTION OF PROPERTY AFFECTED:

CHECK WHAT ORDINANCE THE VARIANCE PERMIT IS BEING APPLIED FOR:

1. SHORELAND _____
LAKE NAME/#: _____ RIVER NAME/#: _____
2. SUBDIVISION _____
3. OTHER _____

DOES APPLICANT OWN LAND ADJACENT TO THE PARCEL(s)? Yes No

If Yes list parcel(s): _____

Explain your requested Variance need(s). You must provide details of type, size and purpose of proposed changes. State what section your Variance is being sought for from the Ordinance:

Easements or covenants that could affect this property and its proposed changes? *Yes No*
If so, what are they?

Is the Variance request an After-the-Fact (the work already been done)? *Yes No*

If Yes After-the-Fact penalties required per county approved fee schedule: \$_____

Please place an **X** by each item below that applies to your Variance request and fill out only the following applicable section(s) which apply as directed. If a section does not apply request then place **N/A** in that section. What is the reason(s) that you are applying for a Variance?

- ___ Setback from the Ordinary High Water Mark (OWHM) including roof overhang
- ___ Property boundary setback
- ___ Top-of-Bluff setback
- ___ Road Right-of-Way (ROW) setback
- ___ Subsurface Treatment Sewage System (SSTS) setback
- ___ Removal of a nonconforming structure with the construction of a new structure at the same setback but outside the existing structures dimensions.
- ___ Remodeling or construction of an addition onto a nonconforming structure.
- ___ Increase to roof height
- ___ Impervious surface coverage limits

Section 1

Check the item(s) for which you are requesting a Variance. Measurements in feet.

<input type="checkbox"/> OHWM	Proposed setback _____
<input type="checkbox"/> Property boundary	Proposed setback _____
<input type="checkbox"/> Top-of-Bluff setback	Proposed setback _____
<input type="checkbox"/> Road ROW	Proposed setback _____
<input type="checkbox"/> SSTS	Proposed setback _____
<input type="checkbox"/> Roof height	Proposed new roof height _____

Section 2

Indicate the type of Shoreland Alteration activity proposed? (If applicable)

Grading Vegetation Filling Other

Section 3

When (date) was your lot initially created/recorded? _____ (A copy of the first deed or a copy of the portion of your abstract must be submitted with your application.)

Was the lot recorded prior to January, 1971? *Yes* *No*

Was your lot created after May 5, 1992? *Yes* *No*

Will this be a new parcel? *Yes* *No*

Section 4

A scaled site layout of your lot with the following items shown on it shall be required. North direction must be indicated on the site layout.

1. All existing buildings.
2. The height, width and length of all existing buildings to include roof overhang and decks.
3. All existing buildings labeled. (i.e. garage, cabin, house, storage)
4. All proposed new buildings or additions with their height, width and length.
5. Answer the following questions. All measurements in feet. If not applicable mark N/A.
 - Proposed setback from the OHWM? _____
 - Proposed setback from nearest property line? _____
 - Proposed setback from the road ROW? _____
 - What is the structure footprint in square feet (L x W = sq. ft.) _____
 - Have there been other additions added since January 1972? *Yes* *No*
 - Does the existing structure have a basement? *Yes* *No*
 - Will the newly revised structure have a basement? *Yes* *No*

- Is there a second story on the existing structure? *Yes No*
- What is the current number of bedrooms in the existing structure? _____
- Will the current number of bedrooms change with the new addition? *Yes No*
- What is the roof height of the existing structure? _____
- Will there be a change to the existing roof height? *Yes No*
- What is the proposed change to the roof height? _____
- Will there be a change in the square footage of living space? *Yes No*
If so what is the proposed square footage? _____

6. Submit digital pictures of all structures on the lot.
7. Location of existing and/or proposed septic systems, if applicable.
8. Significant topographic features, if applicable
9. All impervious surfaces including buildings, driveways, sidewalks, etc.

Reference the attached application check-list. When complete submit this application plus all supporting documents to the Environmental Services Department (ESD). You will notified whether the application was deemed complete and what must be addressed to make it complete. When complete it be placed before the county Board of Adjustment for a public hearing and you will be notified of the date/time.

If approved you are required to obtain all required permits prior to doing the work.

Signature

Date

Beltrami County Environmental Services Department Use only

VARIANCE FEE: _____ (payable to Beltrami County Treasurer) <i>PAID? Yes or No</i>		
CHECK #: _____	CASH: _____	RECEIPT #: _____
RECORDING FEE: _____ (payable to Beltrami County Recorder) <i>PAID? Yes or No</i>		
CHECK #: _____	CASH: _____	RECEIPT #: _____
DATE REVIEWED BY BOARD OF ADJUSTMENT: _____		
COMMENTS: _____		

Beltrami County Environmental Services Department

Variance Application Check List

(complete and submit with the application)

1. Completed variance application: Yes ___ No ___
2. Copy of the property deed or purchase agreement: Yes ___ No ___
3. Site layout to scale, no smaller than 11" x 17" as required by Section 4, showing all structures and setbacks: Yes ___ No ___
4. Sewer design if new SSTS to be installed: Yes ___ No ___
5. Current SSTS compliance inspection: Yes ___ No ___
 - 5 years for new systems
 - 3 years for existing systems
6. Digital photos emailed to the Environmental Services Department of all structures located on the property: Yes ___ No ___
7. New structures & additions, area corners must be staked out with north, south, east & west directions labeled. A stake must be placed at the distance being requested on a setback variance from either the ordinary high water mark, road right of way or side yard setback: Yes ___ No ___

NOTE: Failure to stake out your proposed structures as in #7 will result in your application being tabled until the next meeting.

***Upon Variance approval you MUST obtain and properly display the approved building permit before any work is started.**