

*Save This Packet For Your Information*

# **VARIANCE**

**Application Information  
Land Use Administration**

**City of Shakopee  
129 Holmes Street South  
Shakopee, MN 55379  
(952) 233-9300**

# **Submittal Requirements for Variances**

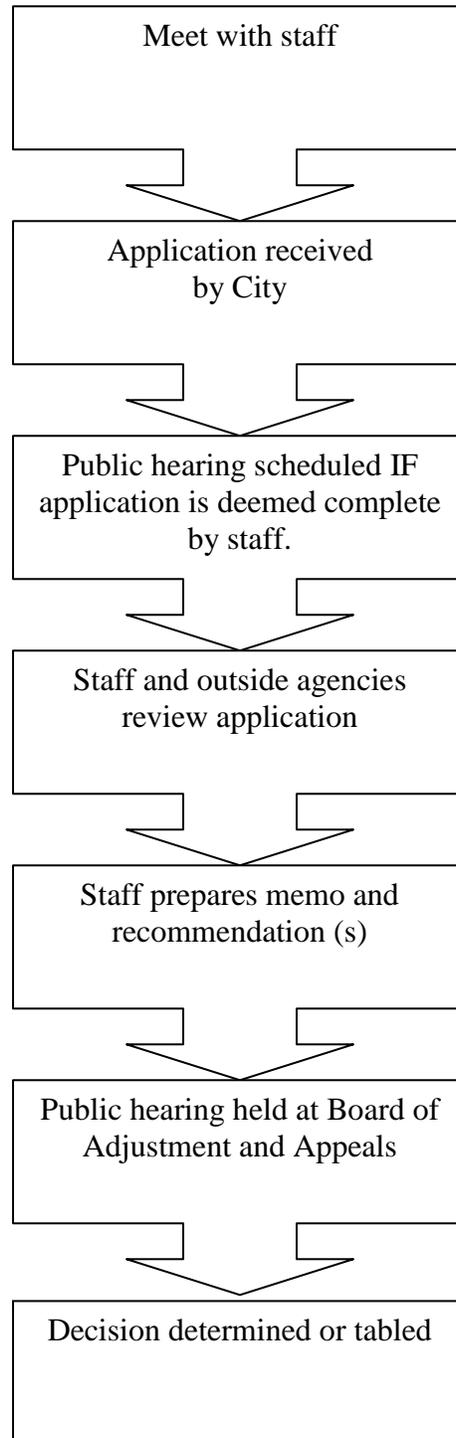
## **SEC. 11.89, SUBD. 3**

An application for a variance shall be filled with the Zoning Administrator on the appropriate forms stating the undue hardship claimed. The application must be accompanied by the following:

- A. A site plan at a scale large enough for clarity showing the following information:
  - 1. Location and dimension of lots, buildings, driveways, and off-set parking spaces;
  - 2. Distances between buildings and front, side and rear lot lines; principal buildings and accessory structures; principal buildings and accessory structures on adjacent lots;
  - 3. Location of signs, easements, underground utilities, septic tanks, tile fields, and water wells; and
  - 4. Any additional information as reasonably requested may be required by the Zoning Administrator.
  
- B. A list of the names and addresses of the owners of all properties located wholly or partially within 350 feet of the property. This list must come from a Certified Abstract Firm and must be accompanied by a label list for mailing to said property owners;
  
- C. Evidence of ownership or an interest in the property;
  
- D. The application fee, recording fee; and
  
- E. Such other information as may be required by the City.



## *Variance Review Process*



Note: City staff must determine the completeness of applications within 10 days of submittal. Incomplete applications will NOT be processed.