

CITY OF FAIRMONT

Planning & Zoning

Application Form

NOTE TO APPLICANT: This is a comprehensive application form. Only those items related to your specific type of development are to be completed. All items applicable must be included prior to acceptance of the application.

Name of Applicant: _____ Address: _____ Phone#: _____

Street Address of Proposal: _____

Legal Description of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Type of Application	Fee	Submission Requirements (Attached)
_____ Appeal/Code Amendment	\$150.00	7
_____ Administrative Appeal	50.00	8
_____ Conditional Use Permit	150.00	4, 6(d-g)
_____ Home Occupation Permit	30.00	9
_____ Minor Plat	90.00	2(a), 5 (a-b)
_____ Planned Unit Development	150.00	1, 4, 6(d-g)
_____ Preliminary Plat	150.00	5 (b), 6
_____ Rezoning	150.00	1
_____ Variance	90.00	2,3

I HEREBY CERTIFY THAT THE INFORMATION AND EXHIBITS HERewith SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner's Name(Printed)

Owner's Signature

Applicant's Name (Printed)

Applicant's Signature

City Staff Use Only

DATE FILED: _____

DATE FEE PAID: _____

MEETING DATE: _____

NOTICES SENT (DATE): _____

NOTIFICATION OF EXTENSION (LETTER SENT): _____

1. A map drawn to scale of at least 100 feet to an inch portraying the land in question with the length and location of each boundary thereof.
2.
 - a) A legal description and registered survey of the property indicating current building setbacks, existing easements, the length and width of parcel, and location of property lines and pins.
 - b) A detailed and legible site plan of the proposal requiring the variance.
3.
 - a) Statement of how the proposed variance is:
 - i. In harmony with the general purposes and intent of the City's code.
 - ii. Consistent with the City's Comprehensive plan.
 Both documents can be found for review on the City's web site: www.fairmont.org
 - iii. Meets the requirements of "Practical Difficulties," set forth in Minn. Stat. 462.357 Subd. 6. Appeals and Adjustments.

MN Stat. 462.357 Subd. 6 Appeals and adjustments.

Appeals to the board of appeals and adjustments may be taken by any affected person upon compliance with any reasonable conditions imposed by the zoning ordinance. The board of appeals and adjustments has the following powers with respect to the zoning ordinance:

(1) To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of the zoning ordinance.

(2) To hear requests for variances from the requirements of the zoning ordinance including restrictions placed on nonconformities. Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth sheltered construction as defined in section [216C.06, subdivision 14](#), when in harmony with the ordinance. The board of appeals and adjustments or the governing body as the case may be, may not permit as a variance any use that is not allowed under the zoning ordinance for property in the zone where the affected person's land is located. The board or governing body as the case may be, may permit as a variance the temporary use of a one family dwelling as a two family dwelling. The board or governing body as the case may be may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

4. A complete site plan, including but not limited to: Location and elevation of proposed structures, driveways, parking and loading areas, topography and site drainage, improvements, architectural plans.
5.
 - a) A certified document from the Martin County Auditor stating that all assessments on the proposed minor subdivision would be redivided proportionately on the subdivided parcels.
 - b) Martin County Ditch Assessment Division Agreement (attached).
6. Six (6) copies of the plat will be submitted containing the following information:
 - a) Legal description of property to be platted.
 - b) Name of proposed plat, name and address of owners, registered engineer or surveyor, owners of adjacent property, zoning, date, approximate north point, and graphic scale not less than 1" - 100'.
 - c) A vicinity sketch of not more than 1" - 200', showing all existing subdivisions, streets and tract lines of acreage parcels, together with parcels of land within 300 feet of the outer boundaries of the proposed subdivision.
 - d) Contours at an interval of two (2) feet. If natural contours are to be changed more than two (2) feet, a grading plan should be submitted indicating approximate final elevations.

- e) The location of such surface features as property lines, buildings, railroads, utilities, natural and proposed drainage courses, natural features and similar items.
 - f) The location and size of such sub-surface features as proposed and existing or nearest available sanitary and storm sewers, water mains, culverts, drain pipes or ditches, road surfacing and similar items.
 - g) Any sites proposed for schools, parks, playgrounds; provisions for major thoroughfares, etc., so that the time and manner of their dedication to the City or School District may be considered or determined.
7. Statement of appeal or proposed code change.
 8. Statement why the action taken is not appropriate and should be overturned.
 9. Description of proposed home occupation and site or building plan (if applicable).