



City of Coon Rapids
Department of Community Development

**Variance
Submittal Checklist**

- Application form and fee
- A typewritten narrative explaining what variance is being requested.
- A typewritten narrative explaining how the following four criteria for granting a variance are met.
 1. Explain the undue hardship that exists based on circumstances unique to the subject property. (Note that these circumstances cannot be created by the applicant and that economic consideration alone does not constitute undue hardship.)
 2. Explain how this request allows the minimal improvement that would make possible the reasonable use of the property.
 3. Explain how this request would not be detrimental to the neighborhood or the public welfare.
 4. Explain how this variance would not grant a special privilege not common to other property in the same zoning district.
- A scaled drawing of the property showing locations of existing buildings and/or structures; proposed improvement including buildings, building additions or other structures; easements. You may include other information you deem pertinent to your request. The dimensions of all buildings and all setbacks must be shown. If the drawing is based on an “as built” survey (a survey made after the building was constructed) a copy of the survey must be attached. If the drawing was based on field measurements by locating property corners, this fact should be noted on the drawing. Applications will not be accepted using building permit surveys showing a proposed location of the building or drawings based on the location of fences, utility poles or street pavement.
- Exterior elevation drawings of any proposed building, addition or improvement.

Other information as required by the Community Development Director to process the application.

The Board of Adjustment and Appeals expects you to attend the meeting at which your variance is considered. Meetings are held in the Council Chambers at the Coon Rapids City Center. Meetings are open to the public. They begin at 6:30 p.m. and continue until all requests have been heard. The Board will make a decision on the request at this meeting unless the Board continues consideration to their next meeting in order to allow additional information be provided or a proposal be modified. All discussion of requests and voting takes place at the meeting. Applicants and other persons may not discuss a variance request with a member of the Board of Adjustment and Appeals outside of this public meeting.