

**CITY OF EDEN PRAIRIE
VARIANCE APPLICATION 2020**



PROJECT NAME AND LOCATION	Name: _____		
	Location: _____		
APPLICANT/ FEE OWNER INFORMATION	Applicant: _____		
	Address: _____		
	City/State/Zip: _____		
	Phone: _____		Fax: _____
	Email Address: _____		
	Fee Owner: _____		
	Address: _____		
	City/State/Zip: _____		
	Phone: _____		Fax: _____
	Email Address: _____		
REQUEST AND FEES	RESIDENTIAL – (Includes building additions, decks, code interpretation, etc.)	\$450.00 Non-Refundable	Request: _____
	OTHER – (Includes office, industrial, commercial and public district requests as well as new construction)	\$690.00 Non-Refundable	Request: _____
SUBMISSION REQUIREMENTS	SEE REVERSE SIDE FOR REQUIREMENTS Planning Main Line: 952-949-8485 Fax Number: 952-949-8392 Staff Contact: Sarah Strain 952-949-8413 sstrain@edenprairie.org OR Steve Durham 952-949-8491 sdurham@edenprairie.org		
REQUIRED SIGNATURES	Applicant: _____		DATE: _____
	Fee Owner: _____		DATE: _____

FOR OFFICE USE ONLY	
RECEIVED BY	_____
DATE RECEIVED	_____
COMPLETED APPLICATION DATE	_____
RECEIPT NUMBER	_____
CHECK NAME & ADDRESS	_____

In order to streamline the variance process, please schedule a meeting with Planning Staff (Planning Main Line - 952-949-8485 Staff Contact – Sarah Strain 952-949-8413 or Steve Durham 952-949-8491) prior to submitting an application to discuss your project. Discussion items may include whether code compliant alternatives exist; additional information needed by City Staff; and to provide education to the applicant about the Variance process.

Required Application Materials:

1. Illustrate through sketches and/or photos of existing conditions, and be prepared to review and discuss why alternatives (either meeting code requirements or requiring less of a variance) will not work.
2. A letter addressed to the Planning Commission explaining the variance request and reason(s) the variance would meet the practical difficulties test of reasonableness, unique circumstances, and neighborhood character. (*for further information on the practical difficulties test, please see page 3 for language explaining variance requirements from Chapter 11 of the City Code).
3. **RESIDENTIAL requests** - 8½" x 11" survey, or larger to scale survey, showing lot lines and setbacks of existing and proposed structures and location of buildings on adjoining properties. Also show with photos or on survey the building elevations, architectural floor plans and pertinent topographical features (trees, fences, berms, steep slopes, ponds, roads, existing and proposed elevations that have bearing on the variance request).
4. **OTHER requests** - 8½" x 11" survey, or larger to scale survey, showing lot lines and setbacks of existing and proposed structures. If larger than 8½" x 11", must be folded to 8½" x 11" format. Also include landscape plan, pertinent topographical features such as trees, fences, berms, steep slopes, ponds, roads and existing and proposed elevations that have bearing on the request.
5. Initial submittal of fifteen copies of letter, survey, site plans, and architectural plans folded to 8½" x 11" format. Other documents may be requested by City Staff to provide a thorough review of the Variance request.
6. After initial staff review of the application by the Development Review Committee (DRC)**, a second submittal letter, survey, site plans, and architectural plans folded into a 8½" x 11" format will be required to be distributed to the Planning Commission. The due date of the second submittal and Planning Commission meeting will be determined by City staff.

Please note, the applicant, or a representative, is required to attend the Planning Commission meeting and be prepared to give a brief presentation. If presentation is in PowerPoint format, presentation must be e-mailed to staff 1 week prior to meeting date.

***City Code Section 11.76**

Subd. 1. Purposes and Authorization. Except as otherwise provided in this Chapter, variances from the requirements of this Chapter may be granted when the applicant for the variance establishes that there are practical difficulties in complying with this Chapter. Variances shall only be permitted when they are in harmony with the general purposes and intent of this Chapter and are consistent with the City's comprehensive plan. "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 this Chapter; 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 by statute when in harmony with this Chapter. The Board of Adjustments and Appeals or Council as the case may be may not permit as a variance any use that is not allowed by this Chapter in the zoning district in which the subject property is located. The Board of Adjustments and Appeals or Council 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 of Adjustments and Appeal or Council 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.

**The Development Review Committee (DRC) is made up of various City of Eden Prairie Departments including Building Inspections, Community Development, Engineering, Fire, Parks and Recreation, and Public Works. The Committee meets every Thursday.

2020 MEETING CALENDAR

The publication date of this calendar is January 1, 2020. Commission and Council meetings can change during the year. Please call the Planning Division at 952-949-8485 to make sure you have the most current calendar.

Planning Commission (**PC**) and City Council (**CC**) meetings are held at 7:00 P.M. in the Council Chambers at Eden Prairie City Center, 8080 Mitchell Road, Eden Prairie, MN

The application dates are intended to serve as a guideline of potential meeting schedules for COMPLETE applications. If an application is incomplete and/or staff comments need to be addressed, meeting dates will be adjusted. Complex projects may require additional review time beyond the dates provided in this guideline.

Applications received on or before	PC Meeting Date	CC Public Hearing Date (Unless Continued)	CC Consent Agenda Date (Unless Continued)
12/02/19	01/06/20	01/07/20	03/19/19
12/23/20	01/27/20	01/21/20	04/02/19
01/06/20	02/10/20	02/04/20	*04/16/19
01/20/20	02/24/20	02/18/20	*04/16/19
02/03/20	03/09/20	03/03/20	05/07/19
02/17/20	03/23/20	03/17/20	05/21/19
03/09/20	04/13/20	04/07/20	*06/18/19
03/23/20	04/27/20	04/21/20	*06/18/19
04/06/20	05/11/20	05/05/20	*07/16/19
04/20/20	05/26/20	05/19/20	*07/16/19
05/04/20	06/08/20	*06/16/20	*08/13/19
05/18/20	06/22/20	*07/21/20	08/13/19
06/01/20	07/13/20	*08/18/20	09/17/19
06/15/20	07/27/20	09/01/20	09/17/19
06/29/20	08/10/20	09/15/20	10/15/19
07/13/20	08/24/20	10/06/20	10/15/19
07/27/20	09/14/20	10/20/20	11/05/19
08/10/20	09/28/20	11/03/20	11/19/19
08/24/20	10/12/20	11/17/20	12/03/19
09/21/20	10/26/20	12/01/20	**01/07/20
10/05/20	11/09/20	12/22/20	**02/04/20
10/19/20	11/23/20	**01/05/21	**02/04/20
11/09/20	*12/14/20	**01/19/21	**04/07/20
12/07/20	**01/11/21	**02/02/21	**04/07/20
12/21/20	**01/25/21	**03/02/21	**04/19/20
01/04/21	**02/08/21	**03/23/21	**05/05/20
01/18/21	**02/22/21	**04/06/21	**05/19/20

* One City Council meeting this month

** Tentative 2021 Schedule. Final schedule approved January 2021.