



P.O. Box 447
Lake Elmo, Minnesota 55042
651-436-4773

Office Use Only	
Permit # Issued _____	
Date of Issue _____	
Yearly Inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No

BUILDING VARIANCE APPLICATION

Applicant/s: _____

Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

If applicant is different from owner:

Owner/s: _____

Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Description of Request: _____

In connection with your request for a Variance, your signature constitutes permission for representatives of West Lakeland Township to enter upon your property, during normal business hours, for the purpose of evaluating your request. This may involve minor excavation and soil borings. If you wish to be present during such inspection, please contact the Township Clerk.

Signature of Applicant: _____

Signature of Applicant: _____

Signature of Owner: _____

VARIANCE APPLICATION CHECKLIST

The Township must receive the following items to process your application. Your application will not be processed until all of these items are received. During the review of your application by staff, additional information may be requested.

- Application Form
- Paid Fee and Escrow Account per Fee Schedule.
- Application Fee/Escrow for Variance (See Fee Schedule)
- Legal description of property (Copy of deed or Title Insurance Policy)
- Description in detail of the "Practical Difficulties" in complying with the official control (as described in Township ordinances, section 2.3.6)
- For Public Hearing a mailing list of property owners within 1/4 of a mile of the subject property's boundary. List may be obtained from the Washington County Surveyor's office – (651) 430-6875.
- Exhibits as detailed following

BUILDING VARIANCE EXHIBITS

- Legal description of the property.
- All maps not to exceed a scale of 1"=100".
- Two full-sized (If larger than 11X17) prints and Fifteen 11" X 17" Prints
- Two Contour Maps, 11"x17" with 2 foot contours – can be obtained from the Washington County Surveyor's Office
- Boundary survey and site plan provided by a licensed land surveyor

SITE PLAN REQUIREMENTS

- To be shown on all plan sheets
 - Title Block
 - Name, Address and phone number for owner, developer, surveyor or engineer – all that pertain to the request.
 - Date of preparation and revision dates
 - Scale Bar
- Location of all parcel lines and dimensions
- Total area of parcel
- Show setbacks, wetlands, ordinary high water level and/or 100 year flood elevation when near ponds or other body of water, if available. Check with watershed district.
- All adjacent roads, driveways and buildings. Indicate distance to property lines.
- Locations of wells, septic systems, ponds, streams and other pertinent topographic features.
- Grades greater than 18%
- Show location all proposed structures, wells, sanitary facilities, landscaping, driveways, parking areas and other improvements that may apply to the specific proposal. Show dimensions to property lines.
- Show features on adjacent properties within 25 feet of the subject parcel
- Show additional information relevant to request.