



## VARIANCE APPLICATION CHECKLIST

Type 2 Review

**This application checklist provides information about what is to be submitted for the project narrative and the site plan. A complete development review application includes the following:**

- Completed and signed development review application
- Completed and signed escrow form
- Completed application checklist
- Application fee

### 1. Variance Narrative

Submit a separate narrative document which answers or addresses the following questions about the proposed variance.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) What requirement of the unified development code (City code chapter 5) are you requesting a variance from?
- e) Describe how the variance request is in harmony with the general purposes of the unified development code (City code section 500.03).
- f) Describe how the proposed variance is consistent with the Comprehensive Plan, such as the planned use map.
- g) Describe the unique circumstances of the property that create a need for a variance.
- h) Describe how granting the variance will not change the essential character of the surrounding area.

**2. Site plan design features checklist.** Check all items included in the application. Items may be modified with advance approval from the city planner.

#### General Plan Information.

- a) The site plan must be prepared by a land surveyor licensed by the State of Minnesota.
- b) The applicant shall submit one 11" x 17" copy of the site plan, and email a pdf copy to city planner Dan Olson at [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)

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**Staff contact:**  
**Dan Olson, City Planner**

4141 Douglas Dr N  
Crystal, MN 55422  
[www.crystalmn.gov](http://www.crystalmn.gov)

Contact: 763-531-1142 or [dan.olson@crystalmn.gov](mailto:dan.olson@crystalmn.gov)

- c) The site plan shall be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

**Site plan.** The site plan drawing shall include the following information:

- Property address
- Legal description
- Zoning classification for property
- Legend, north arrow, and date of preparation
- Boundary survey prepared by a surveyor licensed by the State of Minnesota showing property lines and existing easements
- Lot dimensions and area calculation
- Location map
- Location of existing public streets and driveway entrances
- Location of existing and proposed buildings and parking areas (if applicable) showing distance from property lines
- Proposed height of addition that is in compliance with city code section 520.01, Subd. 5. The Federal Aviation Administration (FAA) may require the submittal of Form 7460-1 ("Notice of Proposed Construction or Alteration") relating to building height in the vicinity of the Crystal Airport. Additional information about FAA requirements can be found in Title 14, Part 77 of the Code of Federal Regulations, with Section §77.9 being the submittal requirements for buildings exceeding specific Above Ground Levels on the property. **If Form 7460-1 is required by the FAA, the development review application submittal shall include a response letter from the FAA.**
- Information relevant to the specific variance request as may be requested by the city planner to be shown on the site plan