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VARIANCE

**Application Information
Land Use Administration**

**City of Shakopee
129 Holmes Street South
Shakopee, MN 55379
(952) 233-9300**

Submittal Requirements for Variances

SEC. 11.89, SUBD. 3

An application for a variance shall be filled with the Zoning Administrator on the appropriate forms stating the undue hardship claimed. The application must be accompanied by the following:

- A. A site plan at a scale large enough for clarity showing the following information:
 - 1. Location and dimension of lots, buildings, driveways, and off-set parking spaces;
 - 2. Distances between buildings and front, side and rear lot lines; principal buildings and accessory structures; principal buildings and accessory structures on adjacent lots;
 - 3. Location of signs, easements, underground utilities, septic tanks, tile fields, and water wells; and
 - 4. Any additional information as reasonably requested may be required by the Zoning Administrator.

- B. A list of the names and addresses of the owners of all properties located wholly or partially within 350 feet of the property. This list must come from a Certified Abstract Firm and must be accompanied by a label list for mailing to said property owners;

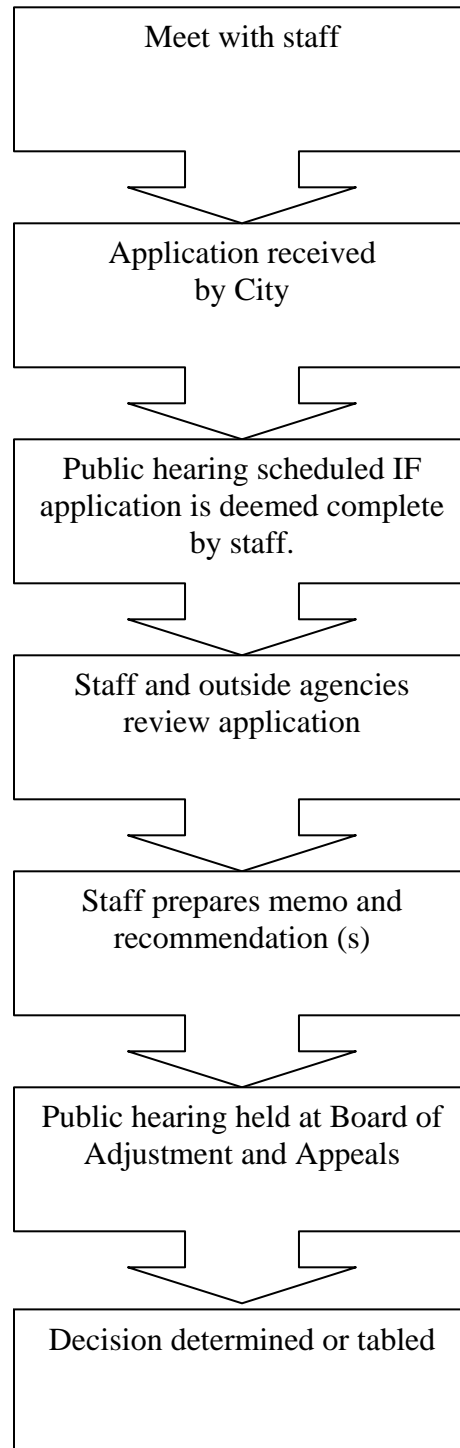
- C. Evidence of ownership or an interest in the property;

- D. The fee; and

- E. Such other information as may be required by the City.



Variance Review Process



Note: City staff must determine the completeness of applications within 10 days of submittal. Incomplete applications will NOT be processed.