



# CITY OF CHANHASSEN

## **VARIANCE (SUBDIVISION)**

## **APPLICATION CHECKLIST**

**Applications will be processed only if all items are submitted**

**Prior to filing an application for a variance, the applicant shall attend a conference with city staff. The application shall include the following:**

1. Completed Application Form.
2. Evidence of ownership or an interest in the property.
3. Application fee.
4. Plot plan showing property lines, existing improvements, proposed improvements with setbacks, lot coverage, building height, etc.
5. Written description of variance request.
6. Written justification of how request complies with the findings for granting a variance (pursuant to Section 18-22) as follows:
  - A. The hardship is not a mere inconvenience;
  - B. The hardship is caused by the particular physical surroundings, shape or topographical conditions of the land;
  - C. The condition or conditions upon which the request is based are unique and not generally applicable to other property;
  - D. The granting of variance will not be substantially detrimental to the public welfare and is in accord with the purpose and intent of this chapter, the zoning ordinance and the comprehensive plan.