



**City of Apple Valley  
Planning and Development Department**

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**VARIANCE REQUEST SUBMITTAL CHECKLIST**

A variance is an exception granted by the City Council from the zoning requirements of a particular zoning district. Variances can be granted when performance standards, such as setbacks, cannot be met due to unusual physical site characteristics, called a “practical difficulty”. A practical difficulty is related to the physical characteristics of the land or the structure. The property owner must demonstrate that the variance request is necessary to alleviate the practical difficulty caused by unusual circumstances and not to serve merely as a convenience to the property owner. Variances cannot be used to either establish or enlarge a use that is not otherwise permitted in the zoning district. Variance applicants usually become aware of the need for a variance because they have applied for a building permit and have been told by the Inspection Department that the structure does not comply with a zoning performance standard.

**Complete Application form and fees**

- Letter from applicant outlining development proposal
- names, addresses, telephone numbers of owner, developer, surveyor and/or engineer
- contact person
- scaled, dimensioned site and/or building drawings\*

*\*An electronic PDF version on CD or flashdrive accepted in lieu of drawings*

**Exact legal description and Dakota County property identification number**

**PROJECT PLANS**

- boundary lines of property with dimensions and area
- adjacent and on-site streets (names, width)
- minimum setback lines
- locations of all buildings - existing and proposed
- locations of all structures - existing and proposed
- locations of easements and utilities
- elevation drawings of all existing and proposed buildings and structures

**NOTE: ALL APPLICATIONS ARE DUE BY 9:00 A.M. ON DAY OF APPLICATION DEADLINE.**

**TIMETABLE**

- \* The proposal is placed on the agenda of a regularly scheduled Planning Commission meeting. The applicant must present the proposal before the Commission. No public hearing is required. All questions and concerns raised by the Commission must be satisfactorily answered before the Commission will make a recommendation to the City Council. After the Commission makes a recommendation, the proposal may be placed on the agenda of the next regularly scheduled City Council meeting.
- \* The City Council has 60 days to approve or deny the proposal, unless the City notifies the applicant that the process will take longer. The City must specify how long the process will take. The City Council generally hears and votes on the project at the same meeting. The applicant must attend the Council meeting to answer any questions.