

**CITY OF GARRISON**  
**VARIANCE APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Variance Application provided by Zoning Administrator and submit to Zoning Administrator 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by seven (7) prints of site plan drawing complete with as a minimum the information from Variance Checklist.
- C. Application shall be accompanied by application fee of \$320 for Residential applications and \$370 for Commercial applications made payable to the City of Garrison. **This fee does not cover the building permit, which must be filed separately, if necessary.**

**REVIEW:**

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Variance Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

**ACTION:**

- A. The Planning Commission shall hold a public hearing on the variance application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

APP # \_\_\_\_\_  
Date \_\_\_\_\_  
(for office use only)

**CITY OF GARRISON  
VARIANCE APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:

Title Holder of Property:

Legal Owner ( )  
Contract Buyer ( )  
Option Holder ( )  
Agent ( )  
Other \_\_\_\_\_

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

Signature of Owner, authorizing application: \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:  
\_\_\_\_\_  
\_\_\_\_\_

Fire No. \_\_\_\_\_, Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

State nature of request in detail: (What are you proposing for the property?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Garrison City Ordinance, Section 7.6, the applicant should be prepared at the public hearing to explain the unique hardship for the proposed variance. A hardship is defined as a condition whereby the property in question can not be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if reasonable use for the property exists under the terms of the Ordinance.

(1) What are the unique circumstances of the parcel size, shape, topography or other characteristics that make strict interpretation of the Ordinance impractical?

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(2) How is granting this variance consistent with the intent of the City of Garrison Land Use or Subdivision Ordinance?

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(3) How will **reasonable** use of the parcel be deprived if the variance is not granted?

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(4) What other options, either conforming or non-conforming, have been considered and why were those options not chosen?

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(5) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

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(6) Describe character of the area and the existing patterns and uses of development in the area.

How is this proposal consistent with those patterns and uses?

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(7) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

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(8) Describe the impact on the character of the neighborhood in which the property is located.

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(9) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

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(10) Discuss any environmental limitations of the site or area.

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(10) Please include any other comments pertinent to this request.

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**CITY OF GARRISON**  
**VARIANCE CHECKLIST**

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Seven prints of site plan
- \_\_\_\_\_ Sewer Compliance Inspection (if ISTS)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ Site plan with the following information, as a minimum (unless waived by P&Z Administrator)
  - \_\_\_\_\_ Legal Description of Site
  - \_\_\_\_\_ Site plan, prepared by a licensed surveyor, showing parcel, dimensions and 10 foot contours (smaller contour intervals may be required where deemed necessary by the P&Z Administrator, Planning Commission or City Council)
  - \_\_\_\_\_ Location of all structures and their square footage
  - \_\_\_\_\_ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
  - \_\_\_\_\_ Proposed landscaping and screening plans
  - \_\_\_\_\_ Proposed Drainage Plan
  - \_\_\_\_\_ Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
  - \_\_\_\_\_ Soils data
  - \_\_\_\_\_ Location of the subject property (a copy of the tax map can be used)
  - \_\_\_\_\_ Name of record owner/title holder of property
  - \_\_\_\_\_ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
  - \_\_\_\_\_ Approximate location of any proposed signs

**CITY OF GARRISON CONTACT INFORMATION**

City of Garrison:

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P.O. Box 239  
Garrison, MN 56401

Phone: 320-692-4270  
Fax: 320-692-4270

Email: [ctygarri@frontiernet.net](mailto:ctygarri@frontiernet.net)

Planning and Zoning Administrator:

Community Growth Institute  
14084 Baxter Drive  
Suite #7  
Baxter, MN 56425

Phone: 218-828-3064  
Toll Free: 866-900-3064  
Fax: 218-828-3069