



Variance Application

Updated 02/04/2008

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

www.co.hubbard.mn.us/environmental.htm

Instructions to Applicant

1. **All items on all pages must be completed in ink and submitted in an application before it will be processed.** Incomplete applications will not be accepted and will be returned to the applicant(s).
2. Applicant must own the property or have a valid purchase agreement. If using an agent, an “Authorized Agent Form” must be submitted and either the landowner or agent must sign the variance application.
3. A “to scale” or dimensional “Site Plan” of your property must be submitted and show the following:
 - a. All lot lines with every line’s dimension shown.
 - b. Location and length, width, and height dimensions of all existing and proposed structures/additions.
 - i. Show all existing structures in solid lines.
 - ii. Show proposed structures/additions in dotted lines. Label with proposed build start date.
 - c. Location and length and width dimensions of all existing & proposed wells and septic systems.
 - d. Location and length and width dimensions of all existing and proposed driveways, roads, and easements.
 - e. Location and length, width, and height dimensions of any proposed grading/filling project.
 - f. Setback distances for all items shown per 3.b-e from lakeshore, lot lines, and right-of-ways.
 - g. If topography is unusual, show elevation levels.
 - h. Indicate north point and slope of land.
4. Include ground-level color photographs of the proposed project site.
5. Include the \$275.00 non-refundable application fee. Make checks payable to “Hubbard County Auditor/Treasurer.”
6. Accurate parcel ID #s must be given. (Parcel IDs are shown on your tax statement and sometimes on your deed. They are also accessible on the County web-based Geographic Information System.)
7. Provide: 1. a copy of your deed(s); or 2. a valid purchase agreement (and copy of the seller’s deed) for the property on which the variance is requested.
8. Provide written directions from Park Rapids to your property (include your E911 address.) If your property does not have an E911 address, provide an adjacent property’s E911 address and the direction your property is from it.
9. Locate and mark your property lines or lot corner monuments and stake out or flag the proposed project area(s) so they are clearly visible to the Board of Adjustment on the lot viewal date. Your project area(s) must be accessible (e.g. snow must be plowed, shoveled)
10. A current certificate of compliance (C.O.C.) for your septic system(s) **or** a ISTS site design is required. A (C.O.C.) is needed for any application not proposing a new sewer structure, altering an existing structure, or added bedroom(s) in an existing structure. If your application proposes any or all of these three listed items, then a new ISTS site design must be submitted showing room on your lot for a septic system that will meet sizing requirements for the proposed construction. If you apply between Nov. 1 – April 30 and the ground is frozen so a compliance inspection cannot be done, then a “ISTS Compliance Inspection/Field Evaluation Agreement” must be submitted in lieu of a current (C.O.C).



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11. When you have completed the application and all accompanying plans, etc., mail or deliver it and the application fee in person to: **Hubbard County Environmental Services, 301 Court Avenue, Park Rapids, MN 56470**. Applications must be complete and received by 4:30 p.m. on the application deadline date in order to be placed on the corresponding Board of Adjustment meeting agenda. Applications found to be incomplete will be returned.
12. You will be notified by mail as to the date and time of the lot viewal and hearing on your application.
13. If your variance application is approved, you **must** still obtain all necessary permits before starting your project(s).
14. The applicant is responsible for securing any other local, state, or federal permits that may be required. **If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and U.S. Army Corps of Engineers regulations.**

The applicant or agent hereby makes application for a variance agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant or agent agrees that application, site plan, and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for a variance, applicant grants permission to Hubbard County, at reasonable times to enter applicant's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the permit/variance based upon the supplying of inaccurate information.

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

A parcel(s) in joint ownership must provide written permission of all owners below:

Signature of owner(s): _____ Date: _____

Signature of authorized agent(s): _____ Date: _____



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Ink must be used to complete this application.

Owner Name(s): _____ Date: _____

Agent Name(s): _____ (Attach completed "Authorized Agent Form.")

Mailing Address: _____

E911 Property Address: _____

Phone: _____ Alternate Phone: _____

Tax Parcel Number(s): _____; _____; _____; _____

Legal Description: _____

Section: _____ Township: _____ Range: _____ Township Name: _____

Lake Name: _____ River Name: _____

Do you own land adjacent to this parcel(s)? Yes No

If yes, list tax parcel number(s): _____; _____; _____

Explain your requested variance need(s): Give details of the type, size, and purpose of proposed changes. State the specific section(s) of the Ordinance(s) from which your variance is sought. Attach additional sheets labeled "Variance Request", if necessary.

Application Fee: \$275.00 Payable to "Hubbard County Auditor/Treasurer."

A parcel(s) in joint ownership must provide written permission of all owners below:

Signature of owner(s): _____ Date: _____

Signature of authorized agent(s): _____ Date: _____

For Office Use:

Date of application: _____ Filing acknowledgement by: _____ Receipt #: _____ App. #: _____

Date, time, and place of public hearing: _____

Applicant and MN DNR notified on: _____



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Additional Information

Ink must be used to complete this application.

Is your property located in the Mississippi Headwaters Corridor (i.e. on the Mississippi River or Big Wolf Lake)? Yes No (If yes, see Environmental Services Officer for further requirements.)

Is the variance request after-the-fact (e.g. has the work already been done?) Yes No
(If yes, after-the-fact fees will apply if the variance is approved.)

Place an "X" by each item below that applies to your variance request. Then, fill out only the applicable following section(s) that apply, as directed. If a section does not apply to your request, leave it blank.

What is the reason(s) for applying for the variance? Place an "X" by each applicable item.

- Setback issues (complete Section 1)
- Land or vegetative alteration (complete Section 2) **If this item is marked, our office must conduct a site visit prior to submitting your application.**
- Lot size not in compliance with minimum Ordinance standards (complete Section 3)
- Alteration to Non-conforming structure (complete Section 4)
- Other (Attach separate sheet explaining variance request)

Section 1

Check the item(s) from which you are requesting a variance and fill in the proposed setback distance measured in feet.

- Ordinary High Water Mark (OHWM) Proposed Setback _____
- Lot line Proposed Setback _____
- Road Right of Way (ROW) Proposed Setback _____
- Crest of bluff Proposed Setback _____
- Septic system components **(new ISTS site design must accompany variance application)**

Section 2

What is your land alteration? Check all categories that apply. **(add'l cross-section sketch showing length, width, and height dimensions and an itemized list showing volume (cubic yds.) of all proposed grading/filling must accompany application)**

- Vegetative Alteration
- Grading/filling
- Other (Attach separate sheet explaining the land alteration)



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Section 3

When was your lot initially created and recorded? (This information can be found in your abstract of title. A copy of this first deed or portion of your abstract must be included in your application.)

A ISTS site design showing your proposed building site, well location, a primary drainfield site, and an alternate drainfield site must be included in your application.

Was the lot recorded prior to July 12, 1971? Yes No

Was the lot recorded from July 12, 1971 to April 15, 1991? Yes No

Was the lot recorded from April 15, 1991 to present? Yes No

Will this be a new parcel subdivision? Yes No

Section 4

A three-dimensional sketch showing length, width, and height dimensions of all portions of the existing and proposed structure(s) and addition(s) must be included in your application.

What is the existing structure's setback from the OHWM? _____

What is the existing structure's setback from the lot line? _____

What is the existing structure's setback from the ROW? _____

What is the square footage of the existing structure's footprint? _____

What is the total square footage of all stories of the proposed addition(s)? _____

If multiple stories are proposed, itemize the square footage for each story: _____

Have there been any additions to the existing structure since April 15, 1991? Yes No

If yes, what is the total square footage of the addition(s)? _____

Is the proposed addition's total square footage of all stories greater than 50% of the existing structure's footprint? Yes No Indicate the percentage here: _____

Is there a second story to the existing structure? Yes No

Will the proposed addition have a second story? Yes No

Is there a basement to the existing structure? Yes No

Will the proposed addition have a basement? Yes No

How many bedrooms are in the existing structure? _____

How many bedrooms are in the proposed addition? _____

What is the existing structure's height (per the Ordinance height of structure definition)? _____

What is the height of the proposed addition(s) (per the same Ordinance definition)? If multiple additions are proposed, itemize the height for each addition: _____

What will be the overall change in height of the roof when the project is completed? _____

Is there going to be additional living space once the project is completed? Yes No

Does your proposal involve altering the existing structure's main structural framework (i.e. outside stud walls, floor joists, etc.)? Yes No

If yes, provide an itemized list of the existing structure's main structural framework to be altered: _____

Site Plan

Required for ALL permit applications

You **must** include all buildings and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Applicant or Agent Signature

Date

Site Plan

Required for ALL permit applications

Instructions

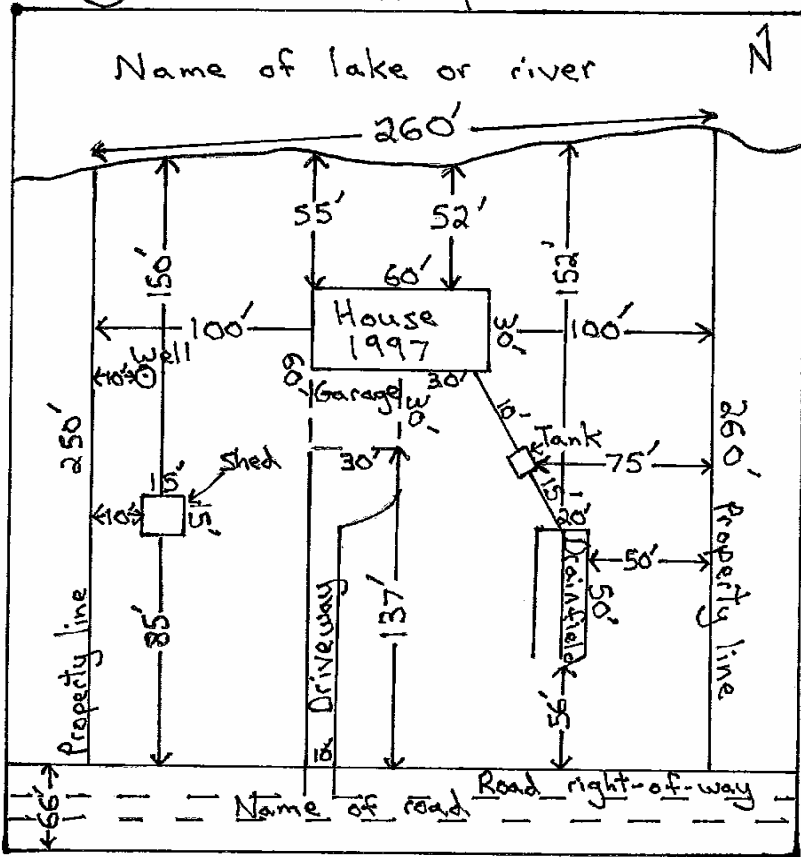
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- All lot lines with every line's dimension shown.
- Location and length, width, and height dimensions of all existing and proposed structures/additions.
 - Show all existing structures in solid lines and label with year constructed.
 - Show proposed structures/additions in dotted lines and label w/proposed build start date.
- Location and length x width dimensions of all existing and proposed wells and septic systems.
- Location and length x width dimensions of all existing and proposed driveways, roads, and easements.
- Location and length, width, and height dimensions of any proposed grading/filling project.
- Setback distances for all items shown per **b-e** from lakeshore, lot lines, and right-of-ways.
- If topography is unusual, show elevation levels.
- Indicate north point and slope of land.

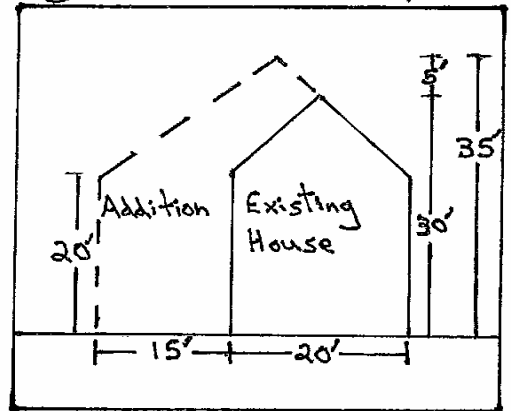
Note: Building permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions—specifically height—measured in feet. See Example 2 below.

Note: Shoreland alteration permits/variance applications also require a separate cross-section sketch of each proposed project area showing all dimensions—length, width, and height—measured in feet. See Example 3 below.

① Site Plan Example



② Side Profile Example



③ Cross-Section Example

