

Variance Application Checklist

Please submit digital (emailed, USB) copies of the following items via email to planning@plymouthmn.gov to submit your application.
Applications will be processed once all items on this checklist are submitted.

Requirements

- **Completed [Application Form](#)**, signed by the property owner.
- **Answers** to the questions on page 2.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages.
- **Site Plan** showing any applicable changes in landscaping, signage, lighting, and grading.
- **Application Fee** payable to the City of Plymouth:
 - \$150 for subdivision code variance
 - \$200 for 1 and 2 family lots
 - \$300 for all other lots,
 - Plus, for non-residential uses within 500 lineal feet of any residential property, an additional \$165 fee for a development sign on one street frontage and \$50 per sign for each additional street frontage.

The fee for staff-prepared mailing labels is included in the application fee. Please contact planning@plymouthmn.gov to set up online payment or submit a check or cash with the request.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance. For a complete list of required materials, refer to Section 21030 of the Plymouth Zoning Ordinance.



What is the proposed project? Explain what you're doing and why you need a variance.

Would the variance, and its resulting construction or project, be in harmony with the general purposes and intent of the Zoning Ordinance, and consistent with the comprehensive plan? Explain.

Would the variance, and its resulting construction or project, be detrimental to the public welfare, or injurious to other land or improvements in the neighborhood? Explain.

Would the variance, and resulting project, impair an adequate supply of light and air to adjacent properties, substantially increase traffic congestion in public streets, increase the danger of fire, endanger the public safety, or substantially diminish property values within the neighborhood? Explain.

Explain the "practical difficulties" present by answering the following questions:

Is the variance the minimum action required to address or alleviate the practical difficulties? Explain.

Do you plan to use the property in a reasonable manner, permitted by the Zoning Ordinance? Explain.



Would the variance, if granted, alter the essential character of the locality?

Is the variance request based exclusively upon economic considerations? Explain.

Is the difficulty due to circumstances unique to the property and was the issue created by the property owner? Explain.

