

CITY OF SUNFISH LAKE, MINNESOTA

Application for a Variance

Please complete all sections. Incomplete applications may delay review.

City Planner (primary contact) Lori Johnson ljohnson@wsbeng.com 612.364.3029 WSB • 701 Xenia Ave S, Suite 300 • Minneapolis, MN 55416	Office Use WSB Project No. _____ Fee _____ Paid _____ Escrow Amt. _____ Paid _____ Date Filed _____
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Instructions: Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Planner and prior to acceptance of required processing fees/deposits.

Please refer to the [Development Review Schedule](#) for submittal dates.

Property Information

Street Location of Property	_____
Legal Description (attach additional sheet if necessary)	_____

Owner Information (Required)

Name	_____	Email	_____
Address	_____		
City	_____	State / Zip	_____
Phone (Home)	_____	Phone (Cell)	_____

Applicant Information (If other than owner)

Name	_____	Email	_____
Address	_____		
City	_____	State / Zip	_____
Phone (Home)	_____	Phone (Business)	_____

Applicant's relationship to property/owner

Description of Request(s)

Application Escrow and Fee

- Escrow: **\$7,000**
- Fee: **\$300** (nonrefundable)

Note: Fees and escrows must be paid by check, made out to the City of Sunfish Lake and sent to the City Planner as listed on the front page of the application.

Filing Requirements

- All applications require a narrative detailing the application request and all pertinent information regarding such request. This narrative must address how the request pertains to Sunfish Lake City Code Section 1203.05E.
- A completed application form and submittal of required fees and escrows.
- City staff reserves the right to request additional information after the initial application.
- The following information must be **electronically** submitted with this application for a variance:
 1. A complete application form signed by all property owners.
 2. All required fees and escrows.
 3. Accurate and to-scale development plans for the project area that represent existing conditions and proposed conditions on the site, including entrances and exits, bona fide parking and driving areas, and which accurately indicates any proposed temporary structures, including tents, stands, and signs.
 4. An accurate floor plan, if applicable.
 5. Exterior building materials, if applicable.
 6. Other information deemed necessary for the review process.

These filing requirements above are consistent with Sunfish Lake City Code Section 1203.05.

Electronic submittals only: Submit to Lori Johnson, City Planner, at ljohnson@wsbeng.com.

Escrow Requirements

All fees and escrows must be paid at the time of application. The application fee covers the administrative costs incurred by the City. The escrow fee covers the estimated project review costs. Per Sunfish Lake City Code Section 202.03, the applicant shall reimburse the City for all legal, planning, forestry and engineering costs incurred by the City in reviewing and processing the application, in inspecting the work performed, and in enforcing the permits and approvals given by the Council. The reimbursable costs shall be the actual costs incurred by the City based on the contracts for hourly rates that the city has for legal, planning, forestry and engineering services. You can have a great impact on controlling these costs by submitting complete and comprehensive documents, plans, and designs which respond to the application procedures that have been

outlined in the application and that comply with city codes. The City Planner will monitor the escrow balance for your project and communicate outstanding balances. You may be asked to submit another deposit prior to approval of your project, depending upon your application.

If a project is abandoned before approval or completion, the escrow amount for the staff review time spent is retained by the City. Denial of a project does not reduce the money owed.

You will be billed at the end of the project by the City Treasurer if there is a negative balance associated with your application and you will be provided with a detailed itemization of project review costs. If there is a positive escrow balance at the end of your project, the City Treasurer will refund the balance to you.

Your signature on the application obligates you to pay any and all fees which are incurred from the time of application submittal through abandonment or project completion. By signing this application, you acknowledge that failure to comply with all requirements could subject you to a violation of Section 1203.14 of our ordinances.

Signatures

Signature of Applicant	Date
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Signature of Property Owner	Date
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