

GENERAL INFORMATION

1. Applicant

Name:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

2. Property Identification Number (PID) for this application:

3. Property Address for this application:

Street:	City:	State:	Zip:
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4. Project Name and Project Description:

5. Property Owner

Same as the Applicant

Name:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

6. Project Contact (Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:	Role in Project:		
Company:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

City Use Only

Received by:	Date Received:	Date Complete:
Permit No.:	Fee:	Date Paid:
Other:	Escrow:	Date Paid:

7. Additional Design/Engineering Professional (if applicable)

Name:	Role in Project:		
Company:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

8. Zoning Variance Criteria Narrative

All applicants must complete parts A and B. Only applicants requesting a variance for earth-sheltered construction projects must complete part C. If the space provided for any response is not sufficient, please attached additional sheets with response(s) clearly numbered.

A. General Criteria

- 1) Explain how the requested variance conforms to the general intent of the Northfield Land Development Code.

- 2) Explain how the requested variance conforms to the Northfield Comprehensive Plan.

B. Practical Difficulty Criteria

- 1) Explain how the requested variance will result in a reasonable use of the property not otherwise permitted by the Northfield Land Development Code.

- 2) Explain how the plight of the landowner, which creates a justification for the approval of the requested variance, is due to unique circumstances not created by the landowner.

- 3) Explain how a decision to approve the requested variance will not alter the essential character of the locality.

- 4) Explain how economic considerations (either to make more money or to lessen expense) are *not* an influence in seeking approval of the requested variance. (Inadequate access to direct sunlight, among other solar energy utilization difficulties, may be viewed as a practical difficulty.)

C. Specific Variance Criteria Related to Earth-Sheltered Construction

- 1) Explain how the requested variance is related to earth-sheltered construction activity as defined in Minnesota Statutes 216C.06 Sub.14.

9. Plot Plan, which will include (check all items that were included in the plot application):

Items may be excluded with advance approval from City Staff.

General Plan Information

- 1) **Format:** Drawings must be no larger than 11" x 17"
- 2) **Seal:** Drawings for new one-, two-, or three-family structures must include the seal of a registered land surveyor.
- 3) **Scale:** Drawing scale must be no smaller than 1" = 10' and no larger than 1" = 60', unless an alternative scale is approved in advance by the City Planner.
- 4) **Legend:** Drawings must include a North arrow and a list of abbreviations.

Lot Information Drawings or attached documentation must show the following:

- Lot dimensions consistent with property records of the City of Northfield or Rice County Auditor.
- Building placement or building setback lines.
- Easements, existing and proposed.
- Right-of-way lines and street name(s).
- Tree location(s) and species identification of existing trees with a Diameter at Breast Height (DBH) of 12" or greater.

House/Structure Information Drawings or attached documentation must show the following:

- Building location on lot, including all existing and proposed buildings.
- Dimensions of existing and proposed buildings, including decks, patios, and similar attachments or structures.
- Lowest floor elevation of habitable space for structures located within a floodplain.
- Retaining wall/wing wall location(s), existing and proposed.
- Driveways, public sidewalks, and private walk location(s) and dimensions, existing and proposed.
- Drainage improvements, existing and proposed.
- Water and sanitary sewer service locations and service size.

Grading/Engineering Information Drawings or attached documentation must show the following:

- Spot elevations, existing and proposed.
- Surface water flow arrows indicating direction of flow.
- Drainage swales and drainage easements, if applicable.
- Floodplain information, including 100-year flood elevation and first floor elevations.

A sample Plot Plan diagram is shown at the end of this application packet for general illustration only.

Escrow Acknowledgment

It is City policy to have all costs associated with the review of land use applications reimbursed by the applicant. The escrow fee must be submitted along with the application. The escrow fee covers all staff time and outside service costs that are incurred in reviewing the application.

The applicant must submit the required escrow before the City will begin the review of the application. The City will reimburse itself from the escrow deposit for all costs incurred in reviewing the land use application. If there is deemed to be an inadequate balance in the escrow account to pay for all review costs, the City will notify the Contact Person listed on the application form of the need for an additional escrow deposit. **If needed, this additional escrow deposit must be made before review of the application will continue.**

Any balance remaining in the escrow account will be reimbursed to the applicant upon the occurrence of any of the following events: (1) Issuance of a Zoning Certificate of Approval; (2) the application is withdrawn by the applicant; or (3) the application is denied by the City for any reason. The City is not responsible for paying interest on the escrow funds deposited as part of the review of the land use application.

By signing this agreement, the property owner, applicant, and contact person acknowledge that additional escrow fees may be necessary, and that this additional escrow fee will be submitted to the City before the review of the land use application continues.

Property Owner:

Name:
Signature:
Date:

Applicant:

Same as the Property Owner

Name:
Signature:
Date:

Contact Person:

Name:	Signature:	Date:
Street:	City:	State: Zip:
Telephone:	Fax:	
Email:		

Notice

Review of a Land Development Application and the decision to approve, approve with modifications, or deny the application will be based on the standards and criteria found the Northfield Land Development Code. These standards and project review criteria reflect the Comprehensive Plan of the City of Northfield, and stipulate the minimum and/or maximum requirements necessary to safeguard public health, safety, aesthetics, and general welfare.

Approval of this Land Development Application does not absolve the applicant from obtaining all other applicable permits, including but not limited to, stormwater management permits, building permits, Minnesota Department of Transportation access permits, and/or other applicable permits and approvals.

I (We) certify that I (we) have submitted all the required information to apply for approval of a Land Development Application and that the information is factual.

Signed by:

_____ Date: _____

Property Owner(s) (Note: No other signature may be substituted for the Property Owner's Signature.)

AND:

_____ Date: _____

Applicant

_____ Date: _____

City Acceptance