



Type 6 Review Procedure

Zoning Board of Appeal Review and Decision

FOR OFFICE USE ONLY:

Received by: _____
Date Received: _____
Permit #: _____
Fee: _____
Escrow: _____

Applicant Name: _____

Land Development Application Process Selection Form

All applicants must complete a **Land Development Application**.

Indicate Zoning District in which a variance is being sought:

[See Land Development Code Section 5.4.1](#)

Indicate the specific provision of the Land Development Code for which a variance or an appeal is sought.

Article:

Section:

Sub-section (if applicable):

Please check only **ONE** review process per application and complete the required supplemental materials:

1. Zoning Variance – Single-, two-, or three-family structure
[See Land Development Code Section 5.5.16](#)
A Plot Plan and a Zoning Variance Criteria Narrative are required.
2. Zoning Variance – Multi-family residential structure
[See Land Development Code Section 5.5.16](#)
A Site Plan and a Zoning Variance Criteria Narrative are required.
3. Zoning Variance – Non-residential structure
[See Land Development Code Section 5.5.16](#)
A Site Plan and a Zoning Variance Criteria Narrative are required.
4. Zoning Variance – Floodplain
[See Land Development Code Section 5.5.4\(c\)](#)
A Floodplain Variance Criteria Narrative is required.
5. Appeal of Zoning Decision by City staff or the Northfield Planning Commission
[See Land Development Code Section 5.5.17](#)
A Zoning District Specific Provision Criteria Narrative is required.



Land Development Application

This form must be filled out completely before your application will be accepted.

1. Applicant

Name:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:

2. Property Identification Number (PID) for this site plan:

3. Property Address for this site plan:

Street:

City:

State:

Zip:

4. Legal Description (attach a separate document, if too long for this space):

5. Project Name and Project Description:

6. Property Owner

Same as the Applicant

Name:

Street:

City:

State:

Zip:

Business Telephone:

Fax:

Email:

7. 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:



8. Additional Design/Engineering Professional (if applicable)

Name: _____ Role in Project: _____
Company: _____
Street: _____ City: _____ State: _____ Zip: _____
Business 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)

(City Approval)



Zoning District Specific Provision Criteria Narrative

Applicant Name:

1. Indicate Applicable Zoning District:

2. Explain specifically under which provision of the Northfield Land Development Code the appeal of an administrative decision is being sought (cite the relevant LDC article, section, and/or subsection). Attach an additional sheet, if necessary.

3. Provide an explanation or provide competent material that can be used by the Zoning Board of Appeals to determine that an administrative decision made by the City Planner or other administrative staff should be reversed. Attach an additional sheet, if necessary.

4. Provide substantial evidence to be entered into the record of the meeting of the Zoning Board of Appeals that a decision by the City Planner or other administrative staff has failed to comply with either a procedural or substantive requirement of the Land Development Code or other state or federal law. Attach an additional sheet, if necessary.