



Date Filed: _____
Fee Paid: _____
Receipt No.: _____

**REZONING, VARIANCE AND CONDITIONAL USE APPLICATION**

Have you reviewed Chapter 11, Section 11.04, of the City Code dealing with zoning laws of the City of Little Falls? Yes \_\_\_\_\_ No \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Applicant (*if other than owner*): \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Type of Request: Rezoning \_\_\_\_\_ Variance \_\_\_\_\_ Conditional Use \_\_\_\_\_ Other \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Existing Use and Zoning of the Surrounding Area (two blocks): \_\_\_\_\_

\_\_\_\_\_

Has a request for a variance, special use permit or rezoning on the subject site, or any part thereof, been previously sought? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

I am the legal fee owner of the property described on this application and I consent to this application

Signature of owner(s): \_\_\_\_\_

\*\*\*\*\*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by the Planning Commission on: \_\_\_\_\_  
Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by the City Council on: \_\_\_\_\_  
Date

**Mailing Address: City of Little Falls P O Box 244 Little Falls MN 56345-0244**

**INSTRUCTIONS TO THE APPLICANT:**

Completed applications, with **all** submittal requirements, must be submitted to the Planning and Zoning Department no fewer than 25 days prior to the Planning Commission meeting date. The City may omit or remove unrelated information requirements depending on the type of application request. In order for your application to be accepted as complete and to have a public hearing scheduled, a copy of plans and graphics must be submitted on 11” X 17” paper or less and the following information provided:

- \_\_\_\_\_ 1. This application must be completed, including responses to all parts of this application. Be sure the applicant and/or property owner signs the application.
- \_\_\_\_\_ 2. The required fee must be paid (see fee schedule).
- \_\_\_\_\_ 3. A map showing the location of the proposed site, scale to be not less than 1” = 300’.
- \_\_\_\_\_ 4. A scaled plot plan with north indicated, showing parcel lot lines, location and setbacks of all existing and proposed structures, water features and contour lines.
- \_\_\_\_\_ 5. The plot plan should also show the existing structure dimensions and their square footage. Include all buildings and structures within 300’ of the proposed site.
- \_\_\_\_\_ 6. Elevation plans for all existing and proposed structures.
- \_\_\_\_\_ 7. Location and size of all required parking. Include existing and proposed curb cuts; driveways; across roads; turn-arounds; parking, including recreational vehicles, boat and additional storage; off-street loading; and sidewalks.
- \_\_\_\_\_ 8. Proposed landscaping and screening plans: a) garbage dumpsters; b) areas preserved in natural state, including buffer areas; c) areas to be developed in lawn (grass); d) areas to be covered by woodchips or mulch; e) garden areas; f) shrubbery with types, size, age and number of proposed trees and their location; g) exterior lighting to be proposed including location and type; and h) any other items deemed appropriate.
- \_\_\_\_\_ 9. Square footage of all impervious coverage. Impervious coverage includes the horizontal area of all buildings, decks, roof overhangs, patios, walks, driveways, and any other parking areas and drives constructed of any material.
- \_\_\_\_\_ 10. Proposed storm water drainage plan.
- \_\_\_\_\_ 11. Proposed and existing sanitary sewer and water supply plans.
- \_\_\_\_\_ 12. Approximate location of any proposed signs, if applicable.
- \_\_\_\_\_ 13. All types of proposed uses and outside storage proposal.

**The following questions must be answered.**

1. What changes are you proposing to make to this property?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

2. Describe the character of the area and the existing patterns and use of development in the area. How is the proposal consistent with those patterns and uses?

---

---

---

---

3. Describe the impact on the character of the neighborhood in which the property is located.

---

---

---

---

4. Describe the impact to the traffic on roads and highways in the vicinity, and the expected traffic generated by the proposed use. Is there adequate off-street parking available to accommodate the proposal?

---

---

---

---

5. What part of the City's Zoning Ordinance creates "practical difficulties" to the property in question? What is the "practical difficulties" that prevents the land to be used in a reasonable way? (See *Minnesota Statutes 462.357, Subdivision 6(2), as amended*, <https://www.revisor.mn.gov/statutes/?id=462.357>)

---

---

---

---

Use other side of page if necessary.

**Mailing Address: City of Little Falls P O Box 244 Little Falls MN 56345-0244**