

The following items must be submitted for a conditional use permit application to be considered complete. All plans and written information submitted are public information that may be used in written reports and distributed to the public.

REQUIRED SUBMITTALS

- Land Use Application.** A completed building permit application must be submitted.
- Application Fee.** The required application fees must be submitted.
- Legal Description.** A full legal description, as documented on property deed or certificate of title must be submitted. Legal Descriptions can be obtained from the Redwood County Recorder Office
- Practical Difficulties Survey.** The attached Practical Difficulties Survey must be completed.
- Building Rendering.** Building or structure renderings must be submitted and must depict all elevations of the proposed construction and specify building materials.
- Survey (as required).** In some cases, a Certificate of Survey prepared by a Registered Land Surveyor may be required be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, existing and proposed driveways and utility lines, existing two-foot contours, grade elevations at lot and building corners, and lowest floor elevations.
- Site Plan.** In those cases when a registered survey is not required, a site plan is required. The site plan must be drawn with a straight edge and to a standard scale or dimensioned. The site plan must include the following information:
 - North arrow
 - All property lines with dimensions
 - Streets labeled
 - Location of curb, curb cuts and any proposed driveways.
 - All known easements
 - Existing and proposed structures with setbacks from all property lines
 - Natural features (lakes, creeks, floodplain, or wetlands)
- Other Items as Required.** City staff may require that additional items be submitted for full review of a variance application.

Practical Difficulties Survey

Pursuant to Minnesota Statutes § 462.357, subd. 6 and Redwood Falls City Ordinance, variances may be granted from the standards of the City Zoning Ordinance only if;

1. The proposed variance is in harmony with the general purpose and intent of the zoning ordinance
2. The proposed variance is consistent with the comprehensive plan
3. Any applicant establishes that there are practical difficulties in complying with the ordinance standard from which they are requesting a variance. To establish a practical difficulty, the applicant must demonstrate all of the following;
 - The proposed use is reasonable
 - The need for the variance is caused by circumstances unique to the property, not created by the property owner, and not based on economic considerations
 - The proposed use would not alter the essential character of the surrounding area

In your own words, describe the practical difficulty that requires this variance.

In your opinion, does the proposal put the property to use in a reasonable manner?

In your opinion, are there circumstances unique to the property?

In your opinion, would this variance alter the essential character of the neighborhood?

In your opinion, is the practical difficulty on the property created by the property owner?

In your opinion, do economic considerations alone create the practical difficulty?