Variance Checklist

Wabasha County, Minnesota

Below is a series of documents that may be needed to complete a Variance application. This checklist is not totally inclusive, but addresses the documentation needed for the most frequent types of Variances. It is always best to contact the Wabasha County Planning and Zoning Department to determine if there are any additional specific requirements or if your proposal is permissible under the zoning ordinance. To obtain any of the documents listed below or for more information, give us a call at 651-565-3062 or visit our website at www.co.wabasha.mn.us/zoning.

☐ Complete **Variance** Application
- Property and contact information is complete and correct.
- Signed and dated by property owner. If the applicant is not property owner, the property owner must sign the application.
- Application questions regarding variance details are answered as thoroughly as possible.

☐ **Township Acknowledgement Form**
***recommended not required**

☐ **Survey or Detailed Site Sketch** Must include distances to property lines, all buildings (provide dimensions), location and distance to public roadways, parking areas, driveways, landscaping and screening, storm water drainage, and the location of the sanitary sewer system.

Please initial in the boxes above as each of these steps is reviewed/completed. Return this completed checklist to Wabasha County Zoning.

Fee breakdown

Application Fee: $500

After the Fact Fee: $1,000

Additional Documentation That May Be Required:

Please contact Wabasha County Planning & Zoning at 651-565-3062 or at zoning@co.wabasha.mn.us to determine if any of the following will be required for your Variance Application.

☐ Architectural drawings and/or building plans for proposed buildings
- For development in or near a floodplain, include elevations for: lowest floor, lowest

☐ Grading, drainage, and erosion control plan (for bluffland, nonmetallic mining and processing, and shoreland; see Zoning Ord., Chapter(s) 11-13)

☐ Screening/landscaping plan (for nonmetallic mining and processing, and shoreland; see Zoning Ord., Chapter(s) 12-13)

☐ Nuisance mitigation plan (related to noise, odors, glare, dust or similar nuisance issues).

☐ Indicate all necessary township, county, state, and federal permits necessary for the project and those that have already been obtained.

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☐ Other application materials as required by staff:

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