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## Planning Department

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### Variance Checklist

**Voluntary Pre-Application Review Per Section 9.1-3 B.**

Prior to submitting a complete application to the Planning Division, applicants are encouraged to do the following:

- Meet with a Planning Division staff person to review the proposed variance application. This meeting provides a screening process to identify and resolve potential issues before the application is submitted. Upon review, the staff person will either recommend further pre-application review with the Development Review Team or formal submittal of the variance application.
- Meet with the Development Review Team to solicit City input beyond the Planning Division. City staff will schedule the Development Review Team meeting and invite all participants.

**General floor plans of all proposed buildings and structures, if any.**

**Drainage plan of the proposed site, if applicable.**

**Site Plan**, detailing the following (where applicable):

- A scaled plan, with north arrow indicated, of the proposed site showing all site dimensions.
- All types of proposed uses.
- Location of all existing and proposed buildings and structures on the proposed site.

**Letter of Intent**, including the following:

- The purpose for the request.
- The variance type you are requesting (See Variance Types Allowed - Section 9.1-3 A. on the next page).
- All applicable approval criteria that apply to the variance request (See Variance Criteria - Section 9.1-3 G. on the next page. Explain all that apply).

**Completed Application Form**, signed by the property owner(s).

**Application Fee and Review Fee**, as listed on application cover sheet.

\*Application forms are available at the Planning Division or on the City's website.

**A Letter of Intent MUST address the information on the next page or will be considered incomplete.**

## Variance Types Allowed

### Per Section 9.1-3 A.

The Planning Commission is authorized to grant variances from the following standards contained in this Ordinance:

- Zoning District Dimensional Standards.
- Parking and Loading Standards.
- Sign Area.
- Sign Height.
- Fence Standards.

**Note: A variance request must be based on at least one of the five standards above.**

## Variance Criteria

### Per Section 9.1-3 G.

A variance may not be approved unless the Planning Commission finds that the following criteria applicable to the variance request has been satisfied:

- Shape of Property.** The request arises from conditions of exceptional shallowness or shape of a specific piece of property.
- Topography.** The request arises from exceptional topographic conditions.
- Exceptional Practical Difficulties.** Without the variance reasonable use of the property is not possible.
- Unique Hardship.** The strict application of the applicable standards will constitute an unreasonable hardship due to circumstances unique to the property not created by the landowner, not including economic or fiscal hardship.
- Neighborhood.** The granting of the variance will not adversely affect the right of property owners in the surrounding neighborhood, or the character of the surrounding neighborhood.
- Comprehensive Plan.** The granting of the variance will not be contrary to the Comprehensive Plan.

**Note: A variance request must be based on at least one of the six criteria above.**