



1211 Village Parkway, P.O. Box 120
Cologne, MN 55322
(952) 466-2064 • (952) 466-2075 (fax)
www.ci.cologne.mn.us

Planning and Zoning Application Form

GENERAL REQUIREMENTS – Please read before completing the application.

The City will not begin processing an application that is incomplete. You will be notified within seven business days if your application is not complete. Applications deemed complete will be submitted to the City Planner for review. The City Planner will notify the applicant if additional information or modifications are necessary. The applicant is responsible for all information necessary to describe the land use/development request and may be required to submit additional information to fully explain the aspects unique to the request that may not appear on this application. Applicants are encouraged to review the applicable City Code (available at City Hall) related to their request.

Fees and escrow are due at the time an application is submitted (or the application will be considered incomplete). Fees and escrow are listed on the attached sheet. Please note that the applicant is responsible for all planning, legal, engineering, publication, notification, and other expenses related to the application.

Certain applications, such as variances and sign permits, require Planning Commission consideration. Please check with the City Clerk to determine if your application requires Planning Commission consideration. If so, your completed application must be submitted four weeks prior to a regularly scheduled planning commission meeting. Completed applications that are submitted within four weeks of a regularly scheduled planning commission meeting may be considered at the next regularly scheduled meeting if time constraints allow, otherwise they will be considered at the following regularly scheduled meeting.

APPLICANT INFORMATION

Applicant(s) _____

Property Owner(s) – (if different from applicant) _____

Property Street Address _____
Cologne, MN 55322

Applicant Mailing Address (if different from property address)

Applicant Telephone (____) _____ - _____ (day) (____) _____ - _____ (eve)

Applicant Fax No. (____) _____ - _____ E-mail _____

Applicant is: ☐ Owner ☐ Contractor ☐ Other _____

Type of Request(s):

- ☐ Site Plan Approval (Bldg permit may also be needed) ☐ Zoning Ordinance Amendment
- ☐ Variance (Variance Addendum attached) ☐ Accessory Structure
(Bldg permit may be needed)
- ☐ Building Alterations/Additions (Bldg permit needed) ☐ Sign Permit (Addendum attached)
- ☐ Interim Use Permit ☐ Other _____
- ☐ Fence ☐ Preliminary Plat ☐ Final Plat ☐ Lot Division/Combination

****Please attach a site plan showing existing and proposed features, including setbacks. ****

Brief description of request _____

Has a similar request on the subject site or any part thereof been previously sought? _____

If yes, when? _____

Access to property _____

Project description and background (attach additional sheet(s) if necessary) _____

I agree that all fees incurred by the City resulting from the review of this request are my responsibility and I will pay them in a timely manner.

Signature of applicant(s) _____ Date _____

If Property Fee Owner is not the applicant, the Applicant must provide written authorization by Property Fee Owner in order to make application.

Signature of owner _____ Date _____

*****FOR CITY USE ONLY*****

Appl. Fee & Escrow \$ _____ Amount Paid \$ _____ Date _____ Ck # _____

Completed Application Received on _____ by _____

Current Zoning ____ Existing Land Use ____ Proposed Land Use ____ PID 40- _____

Legal Description _____

VARIANCE ADDENDUM

VARIANCE REQUEST INFORMATION – Complete this section only if you are requesting a variance. Attach additional sheets or documentation if necessary.

Description of Variance Requested – Please describe your variance request:

Variance History – Use this area to include any past variances on the property as well as any neighboring properties.

7.01 Variances

A. Board of Appeals and Adjustments

The Planning Commission shall act as the Board of Appeals and Adjustments and shall have the power to hear and decide requests for the following:

1. Interpretation: Hearing appeals where it is alleged that there is an error in a decision or judgment made by an administrative officer in the interpretation or enforcement of this Ordinance or in the interpretation of zoning district boundaries.
2. Variances: Grant variances from literal ordinance requirements in instances where strict enforcement would cause undue hardship because of circumstances unique to the individual property under construction.

B. Variance Procedures

1. Applications provided by the City must be completed in writing prior to any consideration of variance petitions. Fees for variances are established by resolution of the City Council.
2. The Board of Appeals and Adjustments may require the applicant to provide ten (10) copies of plans, maps, surveys, etc., as deemed necessary, to ensure proper review and consideration of variance petitions.
3. After filing an application, the City Clerk shall set a date for a public hearing. Notice of the hearing shall be posted and published at least ten (10) days prior to the date of the hearing, and notice shall be mailed to each property owner within three hundred fifty (350) feet of the property to which the variance relates. Defects in the notice or failure to notify individual property owners shall not validate the proceedings, provided a good faith effort was made to comply with these provisions.

4. Upon the hearing request, the Board of Appeals and Adjustments shall either approve or deny the variance and shall state the reasons for said action. Conditions for approval may be attached to any variance granted.
5. Findings: The Board of Appeals and Adjustments must find as follows in the granting of a variance from this Ordinance: (Please respond to each of the findings below, you may attach additional sheets if needed.)

a. Granting a variance will not adversely affect the public health, welfare and safety and will not be detrimental or injurious to property or improvements in the neighborhood.

Applicant's response _____

b. Strict interpretation or enforcement would result in a practical difficulty or unnecessary hardship that is not self created, that is inconsistent with the intent of this Ordinance and the Comprehensive Plan.

Applicant's response _____

c. There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district.

Applicant's response _____

d. Strict or literal interpretation would deprive the applicant of the use and enjoyment of his property in a manner similar to others in the same district.

Applicant's response _____

e. Granting of the variance will not allow a use which is otherwise not a permitted use in the zoning district in question.

Applicant's response _____

6. A variance granted but not used shall become void one (1) year after its effective date.

7. No application for the same or essentially the same variance shall be made within six (6) months of the date of denial.

C. Variance Appeal Procedures

Within thirty (30) days of the action of the Board of Appeals and Adjustments, the applicant or an affected property owner may file an appeal to the City Council to the decision of the Board of Appeals and Adjustments. The City Council shall set a date for a public hearing, within forty-five (45) days of receipt of the appeal, to consider granting or denying the variance request.

I understand the preceding standards for variances and hereby submit my application for variance.

Applicant's Signature _____ Date _____