



Chisago County Environmental Services Shoreland Variance Checklist

A variance application shall not be considered complete for purposes of MN Statute 15.99 until all of the checked items of information below are submitted.

Many variables and circumstances are taken into account during consideration of a shoreland variance request. The following items are those which are generally required as part of a complete application. Items missing from your application will be marked in the appropriate checkbox, you will receive this notice, and a copy will be retained in your file.

Applicant's Checklist

- 1. A complete description of the variance request.
- 2. A land survey which depicts: (Formal survey may be waived by Zoning Staff on a case-by-case basis)
 - The location of existing and proposed structures, as well as any easements upon the property
 - Measurements from such structures to traveled road and road right-of-way, property lines and OWHM and/or bluff
 - The location and layout of the septic system/holding tank and its proximity to any wells within 100 feet and the depths of those wells (See #5 Below)
 - The dimensions of the lot
 - Location of Ordinary High Water Mark (OHWM) and bluff line if applicable
 - Lowest floor elevation above OHWM
- 3. A statement of the relevant practical difficulty which renders the variance eligible for approval.
- 4. An impervious surface calculation worksheet.
- 5. An application for a septic compliance inspection, if the system is older than five years or hasn't been inspected in the past three years, or a design and permit application for a new installation, or upgrade.
- 6. If the variance application involves replacing a cabin with a year-round dwelling, or a significant expansion on an existing cabin, full blueprints will be required.

In addition, Zoning staff or the Board of Adjustment may require the following information:

- An evaluation by a MN State licensed septic designer regarding septic capacity or availability
- Any other relevant information deemed necessary after evaluation of the application and the submittals.

**Further questions may be addressed to the Land Services Coordinator
651-213-8379**

Date of Original Incomplete Application _____ Date Application Determined to be Complete _____