

**Haven Township  
PLANNING & ZONING ADMINISTRATION**

Address: P.O. Box 339  
St. Cloud, MN 56302-339  
Phone Number: (320) 248-5866

Application for <b>Variance or Appeal</b>		
_____ Variance	\$2,500 Application Fee	Receipt No. _____
		Date Paid _____
_____ Appeal	\$1,500 Application Fee	
	\$_____ Total Paid	Date of Complete Application: <i>(for office use only)</i>
<b><i>Fees are Non-Refundable</i></b>		_____/_____/_____

***To be completed by Applicant***

Applicant's Name: _____	Daytime Phone: _____
Applicant's Address: _____	Cell Phone: _____
_____	Email: _____
_____	
Property Owner(s): _____	
Property Owner's Address: _____	
Legal Description: _____	
_____	
Acreage: _____	Section: _____ Township: _____ Range: _____
PID: _____	Zoning District: _____
Record of last septic upgrade: _____ or Compliance Inspection: _____	
Explanation of Request: <u>[Explain your Hardship as the word is defined in the Zoning Ordinance and Minnesota Statutes Chapter 462.]</u>	
Does this request comply with your Protective Covenants?(check one) Yes ___ No ___ N/A ___	

Applicant's Signature: _____	Date: _____
Print Name of Applicant: _____	
Property Owner(s) Signature: _____	Date: _____
Print Name of Owner(s): _____	

By signing this Application, the landowner(s) agree to permit the Town to enter the property for the purposes of inspecting the applied and/or permitted use.

**Applications will not be considered complete until the following has been received**

Application to be signed and dated by Applicant(s) and Property Owner(s)

\_\_\_\_\_ Fees Paid    Receipt # \_\_\_\_\_    Recording Fee Paid: \_\_\_\_\_

\_\_\_\_\_ Certificate of Septic Compliance (see Sherburne County)

\_\_\_\_\_ Building Floor Plan, include elevations and dimensions of proposed project

\_\_\_\_\_ Detailed site plan sketch or survey (example and graph paper are enclosed with Application packet)

**Items to be completed after application has been submitted to Planning & Zoning**

\_\_\_\_\_ Clearly identify property and proposed location of structure with flags or stakes

\_\_\_\_\_ Comments from City of St. Cloud

\_\_\_\_\_ Comments from County Highway Department (if on a County Road)

\_\_\_\_\_ Comments from MnDOT

\_\_\_\_\_ Comments from DNR if in Scenic District

\_\_\_\_\_ Comments from Sherburne County (if required)

\_\_\_\_\_ Other \_\_\_\_\_

**Application requests will not be scheduled for a public hearing until all comments have been received by the Zoning Office. Return Applications to:**

**Haven Township**

**P.O. Box 339**

**St. Cloud, MN 56302-339**

**What happens next?**

The Town will review your application and mail you a letter if your application is complete, or a letter stating the reasons why your application is not complete, and what additional information is needed. The City of St. Cloud may make a recommendation for approval or denial. Then your Variance/Appeal will be scheduled for a Public Hearing with the Haven Town Board of Adjustment. Your neighbors will be notified of your application and be given an opportunity to speak for or against your request at the Public Hearing.

It typically takes 2-3 months from the time a complete application is submitted until the Town Board acts on the request. If you have any questions, please call Haven Township.