

Traverse County
Land Use Management
PO Box 487
Wheaton, MN 56296
320-759-1560

TRAVERSE COUNTY VARIANCE APPLICATION

Application #:	
Parcel #:	
Date Received:	
Fee Paid: \$	Date:

Revised 4/30/2020

Property Owner's Name:

Parcel # (from prop. tax stmt):

Owner's Address (Street, City, State, Zip Code):

Property Address (Only If Different):

Authorized Agent (If Applicable):

(Statement of Authorization Required.)

Preferred Phone:

Secondary Phone:

Email:

Legal Description: Township Name, Lot & Block Numbers

Section

Township #

Range #

Quarter

Type of Variance Requested (Check All That Apply):

___ Structure Setback ___ Structure Height

___ Structure Area

___ Sewage System

___ Subdivision

___ Cluster

___ Other (explain below)

General Description of the Proposed Project:

Please attach a map and a site sketch. Attach any other plans, designs, or data as necessary.

By signing this application, I understand that I am responsible to ensure that all other applicable permits have been approved before the commencement of construction. I understand that this Variance does not give me the right to deviate from the ordinance for the management of shoreland areas in Traverse County. Also, I certify that the information above is true and accurate to the best of my knowledge.

Owner or Agent Signature _____ Date _____

This permit will expire one year from the date of approval unless otherwise noted through an extension by the County Official prior to expiration.

Traverse County Official: _____ Date Issued: _____

Date of Site Visit: _____

Approval by: ___ Traverse County Official _____ Date _____

___ Board of Adjustment _____ Date _____

___ Both _____ Date _____

Filing Acknowledgement: _____

Findings/Comments/Conditions:

(Shaded Areas - For Office Use Only)

SKETCH DRAWING INSTRUCTIONS

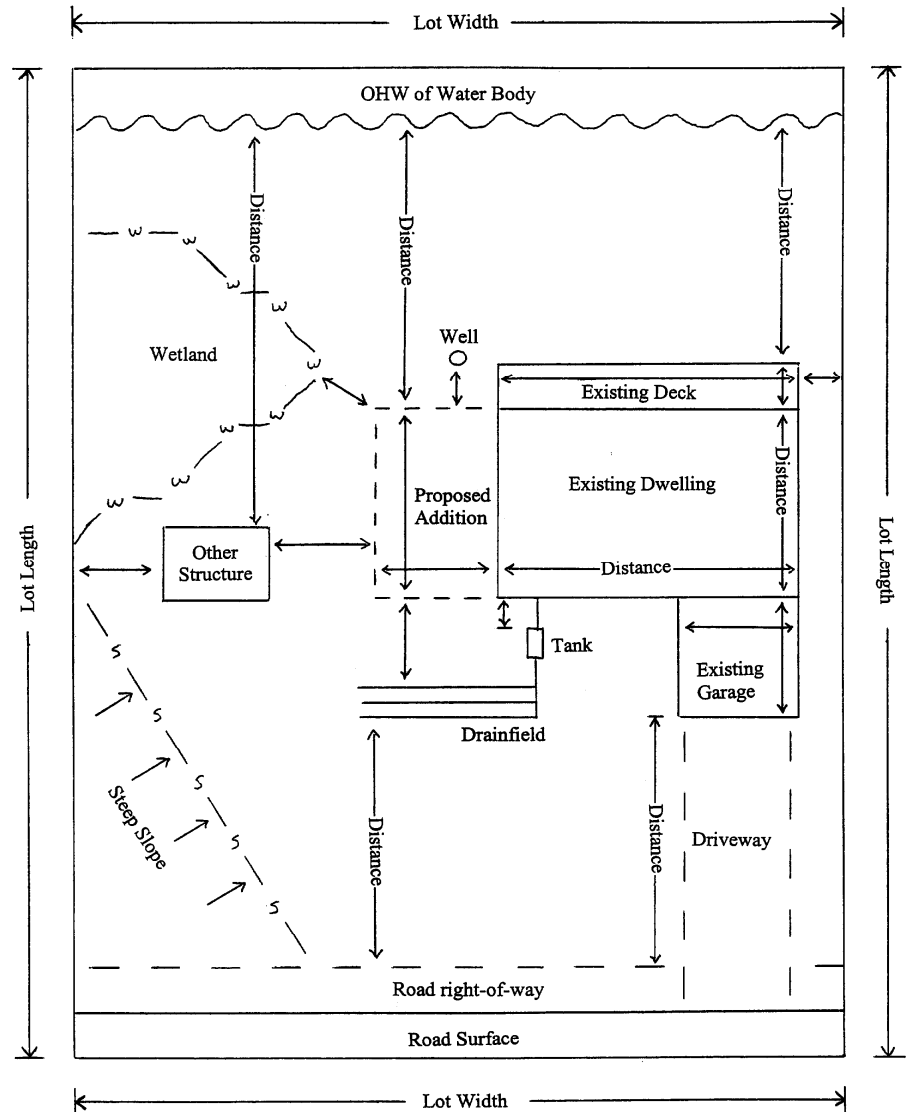
A sketch of your site plan is a required part of the permit application. Please attach on a separate sheet of paper.

EXAMPLE SKETCH:

Required Information:

- ✚ North arrow
- ✚ Lot dimensions and size
- ✚ Waterbodies and wetlands
- ✚ Roads, right-of-ways, driveways and parking areas
- ✚ Existing Easements
- ✚ Existing structures, with outside wall dimensions
- ✚ Proposed structures, with outside wall dimensions
- ✚ All impervious (i.e. hard surfaced) structures not already identified (i.e. driveways, decks, patios, sidewalks, retaining walls, areas underlain with landscape fabric, etc...). Show dimensions.
- ✚ Well and septic system location, if applicable
- ✚ Bluff (>30% slope) or steep slopes (12-30%) and direction of slope, if applicable
- ✚ Setback distances from existing and proposed structures to lot lines, waterbodies, any part of a bluff, private sewers, wells, and road centerline.
- ✚ Other information that may be necessary or required by the Zoning Administrator to describe your proposed improvement. These may include:

☐ Elevation of Ordinary High Water Level (OHW)	☐ Elevation of dwelling and/or lowest floor
☐ Elevation of Highest Known Water Level (HKWL)	☐ Bluff determination / Slope information (elevation contours)
☐ 100-year Floodplain Elevation	☐ Professional survey of all impervious surfaces
☐ Professionally delineated wetland boundaries	



REQUIRED LOT SURVEYS: The Zoning Administrator will determine whether you are required to submit a property or line survey. Generally, if it is unclear whether you will meet a required setback, impervious surface limits, floodplain elevation requirements or some other requirement of the ordinance related to the boundaries or physical aspects of a property, a certificate of survey will be required. If you already have had a survey completed, please submit a copy as part of your application to determine whether it is sufficient to avoid the need for another survey.

SKETCH DRAWING



Impervious Surface Calculation

List all existing structures* or other improvements on the property and their outside dimensions		List all proposed structures* or other improvements on the property and their outside dimensions:	
Type of Structure or Improvement	Footprint – incl. eaves (sq ft)	Type of Structure or Improvement	Footprint – incl. eaves (sq ft)
1.			
2.			
3.			
4.			
5.			
Total		Total	

***Note:** Include all roofed structures (including eaves), patios, decks, driveways, parking areas, retaining walls, stairways, sidewalks, propane tanks, landscaping underlain with plastic, etc.

Total Lot Size = _____ sq ft or acres

Total Impervious Coverage (Total Impervious / Total Lot Size) * 100 = _____%