

# UDC APPLICATION CHECKLIST: VARIANCE

Use this checklist to guide your Land Development Application for a Variance. This document will outline the required application materials and the sections of code to review in the Unified Development Code (UDC).

## 1. General Information

**Variance (Section 60.500.070C):** The Variance procedure is intended to allow property owners with unusual lot or site conditions to request the opportunity to vary standards and criteria in this UDC that cannot be modified through the Minor Modification or Major Modification procedures, in order to avoid practical difficulties that would otherwise be created by the strict adherence to the provisions of this Code, as required in Chapter 462.357 (sub. 6) of the Laws of Minnesota

**Decision-Making Body:** Zoning Board of Appeals

## 2. Required Submittals

- Land Development Application and Fee
- Cover Letter and Narrative
  - Summary of Project
  - Application Criteria – Findings Required for Variance Approval (60.500.070C.4)
- Site Plan
- Legal Description (in word)
- Applicable Exhibits to Proposal

## 3. Additional Notes

**Questions? Contact Community Development at [CommunityDevelopment@rochestermn.gov](mailto:CommunityDevelopment@rochestermn.gov) or 507-328-2600 during office hours.**

*DISCLAIMER: This checklist is intended to provide a summary of requirements under the Unified Development Code. Owners are required to meet all applicable requirements, even if not specifically identified on this checklist.*