

# LAND USE REQUEST - ADDENDUM C

## VARIANCE

PLEASE TYPE OR PRINT NEATLY  
ATTACH ADDITIONAL SHEETS AS NECESSARY

### A. Narrative – Project Description

Explain in sufficient detail the reason for the variance (attach additional sheets if necessary):

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Provide existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair, single family dwelling, etc).

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Provide the Zoning Ordinance Section(s) for which a variance is sought \_\_\_\_\_

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Have any previous variance applications been made for the subject property?

**Yes/No/UNKNOWN**

(Circle One)

If so, when: \_\_\_\_\_

### B. Site Plan & Supplemental Materials

All of the items on the following page should accompany the application, unless specifically waived by Planning staff. It is recommended that the applicant review an informal sketch plan with Planning staff prior to formal application submittal to review specific requirements as they pertain to the project and/or applicable zoning district. **For each line mark a “√” in the box if the information is included, and the “N/A” box if that requirement does not apply. If N/A, a brief written explanation for the omission should be provided.**

#### Detailed Site Plan

- Scale of plan, at 1”=50’ or less.
- North point.
- Existing boundaries with lot dimensions and area.
- All encroachments.
- Easements of record.
- Legal descriptions of the property.
- Ponds, lakes, wetlands or other water features bordering or running through the property.

#### Show on Site Plan All Proposed Improvements, including:

- Required and proposed setbacks;
- Location, setback and dimensions of all existing and proposed buildings and structures.
- Location of all adjacent bldgs located within one-hundred (100) ft of the exterior boundaries of the property.
- Location, number, dimensions and setbacks of proposed parking spaces and drive aisles.
- Location, number and dimensions of proposed loading spaces.
- Location, width and setbacks of proposed curb cuts and driveways.
- Vehicular circulation.
- Sidewalks, trails and walkways.
- Location and type of all proposed outdoor storage and/or display.
- Provisions for storage and disposal of waste and details for screening exterior trash/recycling enclosures.
- Location, size and type of water and sewer system mains and proposed service connections.

#### Supplemental Data, including:

- Other \_\_\_\_\_

**Please provide electronic plans in a .pdf format via CD or email to: [bjohnson@alexandriamn.city](mailto:bjohnson@alexandriamn.city)**

Since each development/project is different, the City of Alexandria reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances and approvals.