



Required Attachments and Exhibits <sup>2</sup>
<p><input type="checkbox"/> <b>Electronic and paper plan sets</b>, prepared and signed by a registered civil engineer, architect, and/or a landscape architect, showing all information listed below. Submittals shall include ten 11"x17" copies and one 24"x36" copy of the plans and all plans must be printed to scale.</p>
<p><input type="checkbox"/> <b>Map of the property</b> as well as all properties within 150 feet of the subject.</p>
<p><input type="checkbox"/> <b>Site or sketch plan</b> showing overall site layout including proposed parking, access points, general traffic flow, location and dimensions of structures, landscaping, and fencing, etc.</p>
<p><input type="checkbox"/> <b>Variance criteria narrative.</b> Per <a href="#">MN Statute § 462.357(6)</a>, variances may only be granted if all criteria are met. Please provide a narrative detailing how the proposal relates to the following:</p>
<p><input type="checkbox"/> How the requested variance will result in a <b>reasonable use of the property</b>.</p>
<p><input type="checkbox"/> The <b>unique circumstance</b> or characteristics of the property that necessitate the variance.</p>
<p><input type="checkbox"/> Explain how the proposed variance <b>would not alter the essential character</b> of the locality.</p>

Signature and Acknowledgement <sup>3</sup>
<p>Signature of Applicant: _____ Date: _____</p>
<p>Signature of Owner: _____ Date: _____ <i>(if different from applicant)</i></p>

1. Fees are payable at the time of application and are not refundable unless the application is withdrawn prior to being sent for legal publication and notice. Escrows are a credit toward all reasonable expenses charged by staff and/or consultant's time necessary in the investigation, report, and recommendation to city council regarding the application.
2. All application materials and fees must be filed on or before the dates listed on the submittal calendar on the [zoning page of the City of West St. Paul website](#). Meeting with city staff is encouraged prior to all submittals.
3. I hereby certify that I have read and reviewed this application and know all statements to be true and correct. All work herein mentioned will be done in accordance with all codes and ordinances of the City of West St. Paul and the State of Minnesota. I further understand that this application and related contents may be released to other local government agencies for review.