

City of Anoka

Variance Process



City of Anoka Planning Department
2015 First Avenue
Anoka, Minnesota 55303
763-576-2720

Variance: An exception granted by the City Council for a modification or variation of the provisions of the zoning code where it is determined that by reason of special and unusual circumstances relating to a specific lot, that strict application of this chapter would cause practical difficulties.

Variances **shall** only be considered when:

1. The proposed variance is in harmony with the general purpose and intent of the zoning ordinance; and
2. The proposed variance is consistent with the comprehensive plan; and
3. The proposed variance is not due to economic considerations alone.

Upon meeting the three requirements above, variances **may** then be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

Practical difficulties means:

1. That the property owner proposes to use the property in a reasonable manner not permitted by this ordinance; and
2. That the plight of the landowner is due to circumstances unique to the property not created by the landowner; and
3. The proposed variance, if granted, will not alter the essential character of the locality.

The variance process begins by filling out a **PLANNING & ZONING APPLICATION** and checking Variance. This, with a site plan, questionnaire, other appropriate drawings, and fee as determined by the City Council must be submitted to the Planning staff. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

Once the application is received, staff from the Planning, Engineering, Assessing, Fire and Police Departments reviews the application. This process takes approximately four weeks between the application due date and the Planning Commission meeting. The impacts to adjacent properties are discussed, and conditions are developed. A public hearing notice to all properties within a 350-foot radius of the property is sent a minimum of 10 days before the Planning Commission Meeting.

City of Anoka

Variance Process

Prior to the meeting of the Planning Commission, a staff report is written and mailed to the applicant along with the meeting agenda.

The Planning Commission is made up of seven residents of the community. The meetings are held the first Tuesday of the month at 7:00 p.m. in the Council Chambers at City Hall. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all variance requests. The City Council meets the third Monday of the month at 7:00 p.m. and makes the final decision on all variance requests.

Additional information regarding the Variance Process may be obtained by calling the City of Anoka Planning Department at 763-576-2720.

City of Anoka

Variance Process



City of Anoka Planning Department
2015 First Avenue
Anoka, Minnesota 55303
763-576-2720

Please fill out the following related to your variance request:

In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

Yes () No () Why or why not?

In your opinion, is the variance consistent with the comprehensive plan?

Yes () No () Why or why not?

In your opinion, does the proposal put the property to use in a reasonable manner?

Yes () No () Why or why not?

In your opinion, are there circumstances unique to the property not created by the property owner?

Yes () No () Why or why not?

In your opinion, will the variance alter the character of the neighborhood?

Yes () No () Why or why not?
