



COMMUNITY DEVELOPMENT DEPARTMENT

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VARIANCE

Procedure for Processing a Variance

In cases where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with the performance standards contained in the Cloquet Zoning Ordinance, a variance may be granted. In order to approve a variance request, the Commission will have considered the evidence presented to it and found that:

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

The variance procedures are intended to allow some relief in the application to the performance standards within the zoning district, such as, location, height, or setback. They are not intended, nor will they be applied, to either establish or enlarge a use that is not otherwise permitted in the zoning district.

Applicants should begin by contacting the City Planner to discuss the proposal. The variance application, fee, and other necessary information should be received by the City approximately 21 days prior to the next regularly scheduled Planning Commission meeting. Failure to submit a complete application can delay the process for up to a month.

Once the required information is provided to the City, the City Planner will refer the variance application to the next applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will either approve, table or deny the application.

Variance Checklist

Variance application

Variance Fee (\$350)

A list of property owners within 350 feet of the subject property.

Legal description of property.

Additional documents needed to explain the request.