

**CITY OF EDEN PRAIRIE  
VARIANCE APPLICATION 2024**



Email complete application form to [planning@edenprairie.org](mailto:planning@edenprairie.org) to begin process

<b>PROJECT NAME AND LOCATION</b>	Name: _____		
	Location: _____		
<b>APPLICANT/ FEE OWNER INFORMATION</b>  <b>**Applicant information will be used as the main point of contact in ProjectDox**</b>	<b>Applicant:</b> _____ Address: _____ City/State/Zip: _____ Phone: _____ Email Address: _____		
	<b>Fee Owner:</b> _____ Address: _____ City/State/Zip: _____ Phone: _____ Email Address: _____		
<b>REQUEST AND FEES</b>	<b>RESIDENTIAL – (Includes building additions, decks, code interpretation, etc.)</b>	<b>\$490.00 Non-Refundable</b>	<b>Request:</b> _____
	<b>OTHER – (Includes office, industrial, commercial and public district requests as well as new construction)</b>	<b>\$730.00 Non-Refundable</b>	<b>Request:</b> _____
<b>SUBMISSION REQUIREMENTS</b>	<b>SEE REVERSE SIDE FOR REQUIREMENTS</b> Staff Contact: Ben Schneider 952-949-8491 <a href="mailto:bschneider@edenprairie.org">bschneider@edenprairie.org</a>		
<b>REQUIRED SIGNATURES</b>	Applicant: _____		DATE: _____
	Fee Owner: _____		DATE: _____

In order to streamline the variance process, please schedule a meeting with Planning Staff prior to submitting an application package to discuss your project. Discussion items may include whether code compliant alternatives exist; additional information needed by City Staff; and to provide education to the applicant about the Variance process.

**Required Submittal Materials (must be submitted electronically via ProjectDox):**

1. Illustrate through sketches and/or photos of existing conditions, and be prepared to review and discuss why alternatives (either meeting code requirements or requiring less of a variance) will not work.
2. A letter addressed to the Planning Commission explaining the variance request and reason(s) the variance would meet the practical difficulties test of reasonableness, unique circumstances, and neighborhood character. (\*for further information on the practical difficulties test, please see page 3 for language explaining variance requirements from Chapter 11 of the City Code).
3. **RESIDENTIAL requests** – A to scale survey, showing lot lines and setbacks of existing and proposed structures and location of buildings on adjoining properties. Also show with photos or on survey the building elevations, architectural floor plans and pertinent topographical features (trees, fences, berms, steep slopes, ponds, roads, existing and proposed elevations that have bearing on the variance request).
4. **OTHER requests** - A to scale survey, showing lot lines and setbacks of existing and proposed structures. Also include landscape plan, pertinent topographical features such as trees, fences, berms, steep slopes, ponds, roads and existing and proposed elevations that have bearing on the request.
5. Other documents may be requested by City Staff to provide a thorough review of the Variance request.

**Please note, the applicant, or a representative, is required to attend the Planning Commission meeting and be prepared to give a brief presentation. If presentation is in PowerPoint format, presentation must be e-mailed to staff prior to meeting date.**

**\*City Code Section 11.76**

**Subd. 1. Purposes and Authorization.** Except as otherwise provided in this Chapter, variances from the requirements of this Chapter may be granted when the applicant for the variance establishes that there are practical difficulties in complying with this Chapter. Variances shall only be permitted when they are in harmony with the general purposes and intent of this Chapter and are consistent with the City's comprehensive plan. "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this Chapter; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth sheltered construction as defined by statute when in harmony with this Chapter. The Board of Adjustments and Appeals or Council as the case may be may not permit as a variance any use that is not allowed by this Chapter in the zoning district in which the subject property is located. The Board of Adjustments and Appeals or Council as the case may be may permit as a variance the temporary use of a one family dwelling as a two family dwelling. The Board of Adjustments and Appeal or Council as the case may be may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

\*\*The Development Review Committee (DRC) is made up of various City of Eden Prairie Departments including Building Inspections, Community Development, Engineering, Fire, Parks and Recreation, and Public Works. The Committee meets every Thursday.

## 2024 MEETING CALENDAR

The publication date of this calendar is January 1, 2024. Commission and Council meetings can change during the year. Please call the Planning Division at 952-949-8485 to make sure you have the most current calendar.

Planning Commission (**PC**) and City Council (**CC**) meetings are held at 7:00 P.M. in the Council Chambers at Eden Prairie City Center, 8080 Mitchell Road, Eden Prairie, MN

These dates are intended to serve as a guideline of potential meeting schedules for COMPLETE application packages. Application packages received on the dates listed below are not guaranteed to be scheduled for the corresponded listed meeting dates. If an application package is incomplete and/or staff comments need to be addressed, meeting dates will be adjusted. Complex projects may require additional review time beyond the dates provided in this guideline.

Preapplication Deadline (Recommended)	Deadline for complete application	Planning Commission meeting	City Council meeting (Public Hearing - 1st Reading)	City Council meeting (Consent - 2nd reading)
10/23/2023	11/20/2023	1/8/2024	2/6/2024	3/12/2024
11/6/2023	12/4/2023	1/22/2024	2/20/2024	4/2/2024
11/28/2023	12/26/2023	2/12/2024	3/12/2024*	4/16/2024
12/11/2023	1/8/2024	2/26/2024	4/2/2024	5/7/2024
12/25/2023	1/22/2024	3/11/2024	4/16/2024	5/21/2024
1/22/2024	2/19/2024	4/8/2024	5/7/2024	6/18/2024
2/5/2024	3/4/2024	4/22/2024	5/21/2024	6/18/2024
2/26/2024	3/25/2024	5/13/2024	6/18/2024*	7/16/2024
3/25/2024	4/22/2024	6/10/2024	7/16/2024*	8/20/2024
4/22/2024	5/20/2024	7/8/2024	8/20/2024*	9/17/2024
5/6/2024	6/3/2024	7/22/2024	9/3/2024	10/1/2024
5/27/2024	6/24/2024	8/12/2024	9/17/2024	10/15/2024
6/17/2024	7/15/2024	8/26/2024	10/1/2024	11/12/2024
6/24/2024	7/22/2024	9/9/2024*	10/15/2024	11/12/2024
7/29/2024	8/26/2024	10/14/2024	11/12/2024	12/3/2024
8/12/2024	9/9/2024	10/28/2024	12/3/2024*	1/7/2025**
9/30/2024	10/28/2024	12/9/2024*	1/21/2025	2/18/2025
10/28/2024	11/25/2024	1/13/2025**	2/4/2025**	3/4/2025**
11/11/2024	12/9/2024	1/27/2025**	2/18/2025**	3/18/2025**
11/25/2024	12/23/2024	2/10/2025**	3/4/2025**	4/15/2025**
12/9/2024	1/6/2025**	2/24/2025**	3/18/2025**	5/6/2025**
12/24/2024	1/21/2025**	3/10/2025**	4/15/2025**	5/20/2025**
1/27/2025	2/24/2025**	4/14/2025**	5/20/2025**	6/10/2025**

\* One Planning Commission or City Council meeting this month  
 \*\* Tentative 2025 Schedule. Final schedule approved January 2024.