

EAST HARRIET CHECKLIST FOR ZONING VARIANCE REQUESTS

The role of the East Harriet Farmstead Neighborhood Association (EHFNA) is advisory. EHFNA reviews zoning variance requests, and submits comments to the City of Minneapolis, Board of Adjustment (BOA). This is the city body that ultimately rules on your variance request.

I. APPLICANT REQUIREMENTS

1. Submit the following to the EHFNA Zoning committee.
 - A. Description of the variance request
 - B. Diagram of the changes to the affected property.
 - C. State and explain the unique circumstances for which the variance is sought.

2. Does the proposed variance have the support of the neighbors adjacent to the property?
 - A. Get signatures from your adjacent neighbors and submit to EHFNA.
 - B. A sample letter could be:
The property owner of the above address has explained to me the nature of his/her variance request and I: support / do not support / no opinion (circle one) his/her request.

Name _____

Address _____
 - C. State and explain the unique circumstances for which the variance is sought.

II. EHFNA'S CRITERIA FOR REVIEW OF REQUEST

Since we are here to serve the neighborhood, our primary criteria is that your project have no adverse impact on your neighbors. Questions we will ask about request include but are not limited to:

1. Does the variance request conform to other variance requests granted in the neighborhood?
2. Will the granting of this variance alter the essential character or be injurious to the use of the adjacent property?
3. What impact will this variance have on the historical character of the neighborhood?
4. Will the design be in keeping with the character of the neighborhood?

III. EHFNA'S REVIEW PROCESS

1. A committee member will personally visit the property to confirm the drawing and pertinent details.
2. The Zoning committee will make a recommendation to the EHFNA Board of:
 Support No position Do not support
3. The applicant should plan to attend an EHFNA Board meeting to discuss variance with Board.
4. The EHFNA Board will discuss and vote. A letter will be sent to the Board of Adjustment (BOA) stating the Board's opinion.
5. The Board of Adjustment does not require the opinions of the neighbors or the neighborhood association in making its decision. However, it does invite those supporting and against the variance request to submit written and/or verbal testimony. EHFNA is representing the neighbors and the neighborhood in its response to the variance.