

Date Received:

Bridgewater Township

500 Railway Street, P.O. Box 246, Dundas, MN 55019
Phone: 507-645-1656 Email: bridgewaterpermits@gmail.com

Process for Variances, Conditional, and Interim Use Permits

Notice: Please review and submit all information requested to avoid any delays in the process.

The following information must be included in the application for the permit or variance to be considered.

1. **Complete Permit Application with signatures.**
2. **Engineered site plan unless waived by Zoning Administrator**
3. **Payment of fees by check or cash to Bridgewater Township.**

Once the permit application is accepted and fee paid, the process will be as follows:

1. **The Bridgewater Township Zoning Administrator will review the application and request additional information as needed.**
2. **Once the application is deemed to be complete, a public hearing will be published at least 10 days prior to a regularly scheduled Bridgewater Township Planning Commission meeting and letters sent to the 10 closest property owners.**
3. **The information will be reviewed at the Bridgewater Township Planning Commission meeting typically held on the last Thursday of the month at 7:00 pm in the Bridgewater Town Hall. It is the prerogative of the Commission to request additional information and continue the meeting at the next scheduled time.**
4. **If approval is granted, the application will be forwarded to the next regularly scheduled Bridgewater Township Board of Supervisors meeting, typically held on the second Wednesday of the month at 7:00 pm in the Bridgewater Town Hall. The Board of Supervisors will review the information and provide resolution.**
5. **If approval is denied, the process is considered complete.**

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Permit#

Permit Application for Variance, Conditional Use, and Interim Use

Site Address:

Parcel ID:

Owner:

Applicant's Mailing Address:

Email:

Phone:

Describe in detail the purpose of this application: (attach additional sheets, if needed)

For a Variance request, please provide the reasons and information that document your hardship.

To grant a Variance the Planning Commission and Township Board must determine that your request meets the Zoning Ordinance Standards.

Note: Minnesota Statute 462.357, Subd. 6, Paragraph (2) To hear requests from the literal provision of the ordinance in instances where there strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration, and to grant variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of the ordinance. "Undue hardship" as used in connection with the granting of a variance means the property cannot be put to a reasonable use under conditions allowed by the official controls, 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 consideration alone shall not constitute an undue hardship if reasonable use of the property exists under the terms of the ordinance.

Please list the names and addresses of the ten closest property owners to your parcel:

Name:	Address:
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Comments:

Date: _____

Total Fees:
Each Variance, Single Family I.U.P or C.U.P, TEPP: \$250 plus \$500 Escrow
Commercial, Industrial, Community Solar Garden, Mining: See Ordinance

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted Town policy and ordinance requirements and are complete to the best of my knowledge. I certify that I am familiar with all application fees and other associated costs, and also with the procedural requirements of the Bridgewater Township ordinances and other applicable regulations.

I understand that all Town incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for unpaid fee balance either by direct payment or a special assessment against the subject property.

I understand that this application will be processed in accordance with established Town review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the Town will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the Town may be cause for denying this application.

I hereby authorize Town staff and consultants to enter upon the property subject to this application to gather information pertinent to this request.

Applicant: _____ Date: _____

Owner: _____ Date: _____

NOTE: Applications only accepted with ALL required support documents.
See Application Checklist and Ordinances