



2024 Request for Variance Application

Request for variance as defined in Ordinance No.5, Part VII, Section 7.01, Subdivision 1

Application Process

1. **Complete and submit application with a \$60 application fee.**
2. Applications need to arrive in the WBLCD office no later than the first of the month in which the applicant would like the variance considered. If received after that date, the request will be put on the Board agenda the following month.
3. PLEASE be sure to include all requested documents and payment with your application.

OFFICE USE ONLY

Date Received: _____

Approval Date: _____

Amount paid: \$_____

Check #: _____

Variance Stipulations:

No

Yes (details): _____

1. Applicant information:

Applicant Name: _____ Title: (owner, assn. rep., etc.) _____

Address: _____

Phone: _____ Email: _____

2. **List all other permits, licenses, and approvals required** which have been obtained or requested from other governmental units having jurisdiction. _____

PLEASE ATTACH THE FOLLOWING:

3. **Description and location of property or lake area for which the variance is sought.** Include a map or plat of the site for which the variance is sought, a map or plat of abutting or affected sites showing any existing docks, moorings, or other structures, or the proposed location or relocation of any such structures.

4. **Variance for which this application is made.** Explain in detail (use separate sheet or back of form if needed)

5. **Description of practical difficulty or particular hardship that this variance would solve;**

6. **Attach a listing of names, addresses and phone numbers of owners of abutting properties, AND of others who could be directly affected by this variance, if granted.**

7. **Such other information as the District may require**

By signing application requesting a variance the applicant consents to permitting officers and agents of the District to enter the variance area at all times to determine compliance with the ordinances of the District. Any persons violating District Ordinances can be held guilty of a misdemeanor punishable by fine or imprisonment.

Signature of Applicant: _____ **Date:** _____

Submit your application and documents by *email, mail, or in person to:

White Bear Lake Conservation District
4701 Highway 61 N.
White Bear Lake, MN 55110

Email: wblcd@msn.com

**If submitting application by email, please mail or deliver permit fees to the WBLCD.*

If you have any questions, please contact the WBLCD Administrator.

Phone #: (651) 429-8520

Email: wblcd@msn.com

Completed applications will be reviewed at both the WBLCD Lake Utilization Committee (LUC) and Board meetings on the third Tuesday of the month, White Bear Lake City Hall Council Chambers. The LUC meets at 6 pm; the Board at 7 pm.

For office hours, ordinances, and more information on the WBLCD, visit our webpage at www.wblcd.org.