

MARTIN COUNTY BOARD OF ADJUSTMENT

~ APPLICATION PROCESS AND INSTRUCTIONS ~

Please call 507-238-3242 if you have any questions.

It is **your** responsibility to **read** this application and submit all of the required information. Failure to submit any information or failure to complete a requirement will affect your application.

1. **Discuss your variance request or problem with a staff person, a faxed application may not be accepted.** Mailed application may not be accepted, especially if the required information is not submitted. Meet with staff in person before the application due date to discuss the project. This will help eliminate misunderstandings. Mailing address: **Martin County Planning & Zoning, Martin County Courthouse, 201 Lake Avenue – Room 104 – Fairmont, MN 56031**
2. **Sign and complete the attached application form. Submit application, hearing/recording fees and necessary site information (described below).** State Law requires that public hearing notices be published and delivered to nearby landowners for all Board of Adjustment actions. For this reason, there is usually a wait of approximately three to four weeks from the date of application to the hearing. Staff cannot legally expedite this process; please refer to hearing.
3. **Adequate site information must accompany application.**
 - A. **Drawing of the property.** Include north, property boundaries, dimensions and setbacks of existing and proposed structures, distances between existing and proposed structures, road names, location of structures on adjacent properties, location of proposed or existing septic drainfield and tank, and other descriptive information (trees, easements, power lines, etc.)
 - B. **Copy of the Deed for the property.** All requests are required to be filed with the County Recorder for record with the Board of Adjustments decision.
 - C. **Driving instructions to the property.** Include streets, landmarks, etc.
 - D. **Site Evaluation for septic system (if required) completed by licensed septic contractor.**
4. **Stake the property accordingly.** This is for any type of construction project. Staff and Board of Adjustment members will inspect the site prior to the public hearing.
5. **Fees.** Fees are required to be paid in full to be considered a complete application.
6. **The applicant or a representative must be present at the hearing.** Hearings are held on the fourth Tuesday evening of every month in the County Board Room. A notice will be mailed to the applicant/owner. **Failure to appear may be grounds for dropping an item or action to be delayed.**