



City of International Falls

Variance Procedure

[Section 11-60](#)

Procedure

1. Submit a Variance application on form provided by the City
If submitting paper:
 - Application with all required materials and \$100.00 feeIf submitting online:
 - Email application with all required materials to: info@ci.international-falls.mn.us
 - \$100.00 fee by check or cash in person at City Counter or mailed to 600 4th Street, International Falls, MN 56649
2. Application is considered complete
 - All requested materials have been submitted and payment has been received
 - Applicant is notified of complete application within 10 days of submittal
3. A public hearing is held by the Zoning Board of Appeals after receipt of a complete application
4. The Zoning Board of Appeals shall issue final approval by resolution for the Variance
 - A decision is required within 60 days of receipt of a complete application
5. Upon Zoning Board of Appeals approval, the applicant shall record the Variance findings of fact with the county recorder



City of International Falls

Variance Checklist

[Section 11-60](#)

Checklist

- Complete application form
- \$100.00 fee
- Certificate of Survey with existing and proposed conditions
- A detailed written description of the variance request, including an explanation of compliance with the variance criteria set forth in the Zoning Ordinance.

Criteria set forth in the Zoning Ordinance for granting Variances includes the following:

Requests are based on where the strict application of the terms of the code would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property provided, that such relief may be granted without substantial detriment to the public good and without substantially impairing the intent of the zoning plan and the City Code;

No variance shall be granted unless the board finds that all the following conditions exist:

- The special circumstances or conditions applying to the buildings or land in question are peculiar to such property or immediately adjoining property, and do not apply generally to other land or buildings in the vicinity
- The granting of the applications is necessary for the preservation and enjoyment of a substantial property right and not merely to serve as a convenience to the applicant
- The authorizing of the variance will not impair an adequate supply of light and air to adjacent property to unreasonably increase the congestion in public streets or increase the danger of fire or impair the public safety or unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the city.