Planning & Zoning Office
Administrative Variance

Administrative variances are for septic systems where limitations or unique situations exist on the property including spatial limitations, intensity of use and other factors. In these situations, the guidelines below must be followed.

Only property owner or a designated representative can request an administrative variance. The Planning & Zoning Director shall have the authority to grant a variance only under the following conditions:

1) Setback Requirements
   • When the administrative variance request is related to a structure setback to a septic tank and/or drainfield on the same property;
   • Request is related to an ordinary high water setback, provided that the administrative variance will not result in any part of the septic system being located within a shore or bluff impact zone;
   • Administrative variance request is related to a property sideline or a road right-of-way setback. In these cases, the P&Z Director must receive written support of the variance from the affected adjoining property owner(s) or road authority. (Form B)
   • Administrative variance request involving placement of the septic system wholly or partially within the adjacent property or road right-of-way, provided that the applicant and relevant landowner or road authority provides documentation of a recorded easement or other legally binding agreement for such purposes to the P&Z Director.
   • Administrative variance request must not adversely affect public health or safety or create an environmental hazard.

2) Exceptions for the Use of Holding Tanks
   • Accessory Structure with a workshop, when not attached to the primary dwelling and when it is not feasible to connect to the existing septic system.
   • Seasonal dwellings with running water (non-primitive) - when not located within a shoreland zoning district and is not occupied for more than 21 business days per calendar year.
   • For purposes of serving a business not associated with a dwelling.
   • Only standard household wastes (toilet, shower and kitchen) are allowed to enter the installed system.

A granted administrative variance expires and is considered invalid unless they are substantially completed within thirty-six month of the date it is granted by the Planning & Zoning Office.

If any of the above conditions cannot be met, the request must be presented to the Board of Adjustment for consideration using the standard variance process.

Instructions:
(1) Complete the attached application form. Questions can be directed to the Planning & Zoning Office at 320-732-4420. toddplan.zone@co.todd.mn.us

(2) A completed septic design from a state licensed SSTS Designer must be attached.

(3) If the administrative variance is for an adjoining property line, there is an attached form letter (Form B) that must be completed and attached.

(4) If the administrative variance is for the road right-of-way, there is an attached form letter (Form B) that must be completed and attached.

(5) Fee: cost of the application is $150.00. Make check payable to the Todd County Treasurer. This is NOT the permit fee. STS permit is $200.00, which can be paid for at the same time as variance or at the time the permit is obtained.

Todd County Planning & Zoning Office
215 1st Ave South – Suite 103
Long Prairie, MN 56347
Ph: 320-732-4420

Appeal for an Administrative Variance

Applicant ________________________________________________________________
Mailing Address __________________________________________________________
Site Address ____________________________________________________________
Phone Number _______________________ Cell Number __________________________
E-Mail Address __________________________________________________________
Property Owners Name & Address (if not applicant) ____________________________
________________________________________________________________________
Parcel Number(s)__________________________________________________________
Township ___________________ Shoreland (Lake or River Name): ________________

Administrative Variance(s) Requested for Setback Reasons: (Circle “yes” or “no” and give setback distance(s)).

- Lake or River setback (yes or no). Give Distance ___________ ft.
- Road right-of-way setback (yes or no). Give Distance ___________ ft. (requires approval from road authority- attach form B)
- Side Yard setback (yes or no). Give Distance ___________ ft. (requires approval from the adjoin property owner- attach form B)
- Dwelling setback (yes or no). Give Distance ___________ ft.
• On Adjoining property (yes or no). *(requires approval from the adjoining property owner- attach form B and legal agreement)*

• Other (yes or no) Explain___________________________________________________

**Administrative Variance(s) requested for Holding Tank Exceptions (Circle “yes” or “no” and give explanation)**

• For workshop not attached to a dwelling and not feasible to connect to an existing septic system. (yes or no).
  Explain:_________________________________________________________________
  ______________________________________________________________________

• Seasonal dwelling with running water (non-primitive) and not within shoreland zoning (yes or no).
  Explain:_________________________________________________________________
  ______________________________________________________________________

• A business not associated with a dwelling (yes or no).
  Explain:_________________________________________________________________
  ______________________________________________________________________

The applicant or agent hereby makes application for a variance agreeing to do all such work in accordance with all Todd County Ordinances. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith are true and accurate. Applicant or agent agrees that, in making application for a variance grants permission to Todd County, at reasonable times during the application process and thereafter, to enter applicant’s premises to determine the feasibility of granting said variance or for compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is alter found or determined by the county to be inaccurate, the County may revoke the variance based upon the supply of inaccurate information.

____________________________________   ______________________
Signature of Property Owner      Date

Checklist of items included with this application

( ) This form, complete & signed
( ) STS design
( ) Letter (form B included). If required for type of Variance
( ) Fee ($150.00)
An Administrative Variance is requested by: _________________________________

Property address: _________________________________________________________
__________________________________________________________________________.

Request is to install a sewage treatment system that cannot meet the setback requirements of
the Todd County Ordinance.

Variance requested to install a: A) septic tank (yes or no), B) drainfield (yes or no) or C) both a
septic tank and drainfield (yes or no).

_______ feet from the road right-of-way instead of the required 10 feet.

and/or

_______ feet from adjoining property line instead of the required 10 feet.

As owner or agent of the property most affected, I acknowledge that I have been notified of the
request and state that I have no objections to what is being proposed.

_________________________________
Adjoining Property Owner

and/or

_________________________________
Township or County Official