



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

PLANNING & ZONING

215 1st Avenue South, Suite 103

Long Prairie, MN 56347

Phone: 320-732-4420 Fax: 320-732-4803

Email: ToddPlan.Zone@Co.Todd.MN.US

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 or email 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 \$300.00, which can be paid for at the same time as variance or at the time the permit is obtained.

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Appeal for an Administrative Variance

Applicant _____ Mailing Address _____

Site Address _____

Phone Number _____ E-Mail Address _____

Property Owners Name & Address (if not applicant) _____

Parcel ID(s) _____ Township _____ 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.

If the applicant is not the property owner, both signatures are required below.

Applicant Name Printed

Signature

Date

Property Owner Name Printed

Signature (If different than applicant)

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)

Administrative Variance: Form B
Road Authority or Adjoining Property Signature Page

Date _____

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