



McLeod County Environmental Services  
 Marc Telecky, Director of Environmental Services  
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## BOARD OF ADJUSTMENTS VARIANCE INFORMATION PACKET



**Applicant shall visit the Environmental Services office to make Application prior to attending the Township Board meeting. Applications and payment are due the 4<sup>th</sup> Thursday of the month in order to be scheduled on the following months' agenda.**

<b>1.) TOWNSHIP BOARD MEETING:</b> <i>*It is your responsibility to contact your Twp. Clerk to confirm to be scheduled on their agenda.</i>	
<b>2.) BOARD OF ADJUSTMENT          Public Hearing</b>	

**Pursuant to Section 23, Subdivision 3 of the McLeod County Zoning Ordinance**, we are required to notify all property owners of record within 500 feet of the affected property. We are also required to notify all Township Clerks and City Clerks, and a publication will be placed in the area newspaper.

**For inquiries and questions, please call:**  
 Sandy Posusta, Adm. Asst.  
 1065 5<sup>th</sup> Avenue SE, Hutchinson, MN 55350  
 (320) 484-4344

**Applicant shall submit required materials:** (Applications shall be received by the 4<sup>th</sup> Thursday of the month in order to be scheduled on the following month's agenda.)

- Variance Application Form:** This application form can be obtained at our office or website. Applicant shall apply at the Env. Services Office prior to attending any meetings.
- One-time payment of \$496.00:** (Check or cash only due upon making application.) Check made payable to "County of McLeod"
- Copy of Deed for the property:** A copy of the deed may be obtained at your bank, on your Abstract, or at the County Recorder's Office.
- Septic Compliance Inspection:** If the Variance is approved, a Septic Compliance Inspection must be completed by a licensed contractor and shall be submitted prior to issuance of the Land Use Permit. (if required)
- Site Plan/Sketch Plan:** Submit a site plan, adequate and legible, showing the location and dimensions of all existing and proposed structures and signs, property lines, watercourses, easements, streets, alleys, driveways, off-street parking spaces, and landscaping. (Hand drawn is acceptable)
- Other information:** Other information may be requested by Zoning Staff.

**What to do after making application?**

- Contact your Township Clerk:** Contact your Township Clerk to be placed on their next meeting agenda.
- Obtain Town Board Chairperson's written signature on the application.** Return to our office at your earliest convenience, or,
- Bring signed application to the Board of Adjustment meeting** and turn in to the Secretary of the Board of Adjustment.

Our office will send the Township a notification of your application. We will also notify any neighbors within 500 feet of your property.

**What happens the day of the meeting?**

1. The Board of Adjustment will view your site in the morning, prior to the meeting. It is not necessary for you to be present at this visit.
2. The Board of Adjustment consists of five members appointed by the County Board. A public hearing will be held at this meeting. **You, or a representative, are required to be present at the meeting to answer questions.**

Charles Hausladen  
Merlin Mackenthun  
Neal DeMars  
Weston Plath  
Tom Hueser

3. **The Board of Adjustment has final say over Variances.** If granted the Variance, you will then need to apply for a Land Use Permit with the Zoning Office. Please return to our office that afternoon or any day after to make application. Fees do apply and payment is due at time of application.
4. **Once your Variance is granted,** it is then recorded with your deed and stays with the property. You will have one year from the issuance of the Variance to utilize it. If it is not used, you will need to reapply.