



Land Management Department

Application Submittal Requirements

BOARD OF ADJUSTMENT: (circle one)

Variance

Appeal

Please ask Department for the applicable section(s) of the Carver County Code regarding your use restrictions and performance standards prior to making your application. In addition, please refer to the attached information pertaining to criteria for granting requests. Review this information carefully to ensure that your proposal will meet the minimum ordinance requirements for application. After your review, please consult with Land Management Staff to answer any questions you may have regarding the application process and/or specific requirements.

ALL REQUIRED ITEMS MUST BE SUBMITTED TO AND REVIEWED BY LAND MANAGEMENT STAFF APPROXIMATELY FOUR (4) WEEKS PRIOR TO THE MEETING DATE - A TOWNSHIP ACKNOWLEDGEMENT SIGNATURE OR A MEETING DATE SCHEDULED FOR THE TOWN BOARD IS REQUIRED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. A SCHEDULE OF SUBMITTAL DEADLINES AND MEETING DATES IS FOUND ON PAGE 5.

BOARD OF ADJUSTMENT MEETING DATE: 1ST WEDNESDAY OF EVERY MONTH

The following are the minimum submittal requirements:

Land Use Application Must be signed (page 3)

Township Presentation and Recommendation Form (page 4)

NOTE: You must contact the clerk of the township where this property is located. Failure to contact your township and failure to obtain the application acknowledgement signature will delay acceptance and processing of your request. Please contact your township clerk as soon as possible to make arrangements to attend their next meeting.

Township Clerk

Phone

Meets

Site/plot plan

An accurate site/plot plan of the property drawn to scale (with north arrow) on white paper no larger than 11"x17". The following information should be shown and/or labeled on the plan:

- Dimensions of the property;
- Location and name of road(s) abutting the property;
- Location, dimension(s) and setback(s) of all existing & proposed structures, easements, sewage treatment systems, wells and operational areas. (Setbacks should be measured to all property lines, adjacent roads [centerline or right-of-way], public waters);
- Locations and uses of all buildings on the subject property;
- All significant physical features (i.e. steep slopes, woods, wetlands, ponds, ditches, streams, public waters);
- Indicate general drainage patterns and direction of surface water drainage.
- Any additional information requested by Land Management Staff.

Additional information, if applicable:

- Existing and proposed accesses onto any public roads, private driveways, field accesses, parking areas, loading areas. **NOTE: A copy of an approved access permit may be required from the local road authority;**
- Drainage and/or Erosion Control Plan;
- Any substantial proposed grading and/or filling;

If the Applicant is not the Property Owner:

Applicant must demonstrate **sufficient interest** in property to make application. (This can be your deed or contact for deed, purchase agreement, lease, or can be accomplished by having the **owner sign the application.**)

For Variance or Appeal:

A **detailed and dated letter** addressed to the Board of Adjustment, explaining the request. The letter should provide an in-depth explanation of the proposed request, addressing the following items:

- What is being proposed and related section of the Land Use Ordinance;
- What has been identified as the land-related practical difficulty;
- Any pertinent background information;
- The conditions that exist on the property such that the terms of the ordinance cannot be met.

For property located in a Shoreland Overlay District:

Septic Certification is required prior to the issuance of a permit for all on-site septic systems located on the property. **In all districts, if no SSTS records exist, septic certification may be required.**

Application Fee:

NOTE: The fee does not include the fee for any associated building permits, escrow, or staff time reimbursement, which may be required. Payable to: Carver County

(for Variance/Appeal) [Carver County Fee for Service Schedule](#)

Variations shall be granted in accordance with M.S. Chapter 394, as it may be amended from time to time.

The Land Management Department will notify neighboring property owners of request as well as publish the proposal in the County's Official Paper at least ten (10) days prior to the hearing date, as required by State Law.



Township Presentation & Recommendation Form

PARCEL #	<input style="width: 90%;" type="text"/>	Permit #	<input style="width: 90%;" type="text"/>
Owner's Name:	<input style="width: 100%;" type="text"/>		
Owner's Mailing Address:	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 90%;" type="text"/>	Owner State:	<input style="width: 90%;" type="text"/>
		Owner Zip:	<input style="width: 90%;" type="text"/>
Applicant (if other than owner):	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		

Type of Request: CUP IUP Preliminary Plat Final Plat Variance Appeal

Description of Request:

Date of County Public Hearing: **Date of Township Meeting:**

Actions:

Township Action Taken:

Recommends approval and use of the Township Road (if applicable) with the following comments:

Recommends denial for the following reasons:

No recommendation, but will comment on the request at the Planning Commission or Board of Adjustment hearing:

****Important:** I understand that I must appear at the Town Board meeting to present my request and obtain their recommendation prior to appearing before the County Planning Commission or Board of Adjustment.

Date

Signature of Applicant

Date

Signature of Township Official

SUBMITTAL DEADLINES For Variance and Appeal:

The following is a list of deadlines for a complete application to be accepted by the Land Management Department for scheduling a hearing at a Board of Adjustment meeting (hearings are the 1st Wednesday each month, due dates for the following meeting are the Friday after the 1st Wednesday of the month):

DEADLINE FOR BOARD OF ADJUSTMENT

COMPLETE SUBMITTAL Due By:

- January 9, 2026
- February 6, 2026
- March 6, 2026
- April 10, 2026
- May 8, 2026
- June 5, 2026
- July 10, 2026
- August 7, 2026
- September 11, 2026
- October 9, 2026
- November 6, 2026

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- January 8, 2027
 - February 5, 2027
 - March 12, 2027
 - April 9, 2027
 - May 7, 2027
 - June 11, 2027
 - July 9, 2027
 - August 6, 2027
 - September 10, 2027
 - October 8, 2027
 - November 5, 2027
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For MEETING DATE:

- February 4, 2026
- March 4, 2026
- April 1, 2026
- May 6, 2026
- June 3, 2026
- July 1, 2026
- August 5, 2026
- September 2, 2026
- October 7, 2026
- November 4, 2026
- December 2, 2026

No January Meeting

- February 3, 2027
- March 3, 2027
- April 7, 2027
- May 5, 2027
- June 2, 2027
- July 7, 2027
- August 4, 2027
- September 1, 2027
- October 6, 2027
- November 3, 2027
- December 1, 2027

No January Meeting

Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired Board of Adjustment hearing. Under state law the Zoning Administrator has 15 business days to determine whether an application is complete. If the application is found to be incomplete, the Administrator will send written notice within those 15 business days to the applicant indicating the deficiencies. It is recommended that applicants set up an appointment with Land Management Staff at least 4 weeks before the targeted complete submittal deadline to discuss and review the proposed submittal for completeness.

MEETING LOCATION

The Board of Adjustment meets upstairs in the Social Services wing, Commissioner's Meeting Room of the Carver County Government Center, Chaska Minnesota. In order for your request to be considered, you or someone representing you **must be present** at the meeting.