



Variance Application 2025

Email complete form to Planning@edenprairie.org to begin process

PROJECT NAME AND LOCATION	Name: _____		
	Location: _____		
APPLICANT/ FEE OWNER INFORMATION **Applicant information will be used as the main point of contact in ProjectDox**	Applicant: _____		
	Address: _____		
	City/State/Zip: _____		
	Phone: _____		
	Email: _____		
	Fee Owner: _____		
	Address: _____		
	City/State/Zip: _____		
	Phone: _____		
	Email: _____		
REQUEST AND FEES	RESIDENTIAL (includes building additions, decks, code interpretation, etc.)	\$500 Non-Refundable	Request
	OTHER (includes office, industrial, commercial and public district requests, and new construction)	\$740 Non-Refundable	Request
SUBMISSION REQUIREMENTS	SEE REVERSE SIDE FOR REQUIREMENTS Contact Planning Division: 952-949-8481 or Planning@edenprairie.org		
REQUIRED SIGNATURES	Applicant: _____ DATE: _____ Fee Owner: _____ DATE: _____		

To streamline the variance process, please schedule a meeting with Planning staff prior to submitting an application package to discuss your project. Discussion items may include whether code compliant alternatives exist; additional information needed by City staff; and to provide education to the applicant about the Variance process.

Required Submittal Materials (must be submitted electronically via ProjectDox):

1. Illustrate through sketches and/or photos of existing conditions and be prepared to review and discuss why alternatives (either meeting code requirements or requiring less of a variance) will not work.
2. A letter addressed to the Planning Commission explaining the variance request and reason(s) the variance would meet the practical difficulties test of reasonableness, unique circumstances, and neighborhood character. (*for further information on the practical difficulties test, please see page 3 for language explaining variance requirements from Chapter 11 of the City Code).
3. **RESIDENTIAL requests** – A to-scale survey, showing lot lines and setbacks of existing and proposed structures and location of buildings on adjoining properties. Also show with photos or on survey the building elevations, architectural floor plans and pertinent topographical features (trees, fences, berms, steep slopes, ponds, roads, existing and proposed elevations that have bearing on the variance request).
4. **OTHER requests** – A to-scale survey, showing lot lines and setbacks of existing and proposed structures. Also include landscape plan, pertinent topographical features such as trees, fences, berms, steep slopes, ponds, roads and existing and proposed elevations that have bearing on the request.
5. Other documents may be requested by City staff to provide a thorough review of the Variance request.

Please note, the applicant, or a representative, is required to attend the Planning Commission meeting and be prepared to give a brief presentation. If presentation is in PowerPoint format, presentation must be emailed to staff prior to meeting date.

***City Code Section 11.76**

Subd. 1. Purposes and Authorization. Except as otherwise provided in this Chapter, variances from the requirements of this Chapter may be granted when the applicant for the variance establishes that there are practical difficulties in complying with this Chapter. Variances shall only be permitted when they are in harmony with the general purposes and intent of this Chapter and are consistent with the City's comprehensive plan. "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by this Chapter; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth sheltered construction as defined by statute when in harmony with this Chapter. The Board of Adjustments and Appeals or Council as the case may be may not permit as a variance any use that is not allowed by this Chapter in the zoning district in which the subject property is located. The Board of Adjustments and Appeals or Council as the case may be may permit as a variance the temporary use of a one family dwelling as a two family dwelling. The Board of Adjustments and Appeal or Council as the case may be may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

****The Development Review Committee (DRC) is made up of various City of Eden Prairie Departments including Building Inspections, Community Development, Engineering, Fire, Parks and Recreation, and Public Works. The Committee meets every Thursday.**

2025 MEETING CALENDAR

The publication date of this calendar is Jan. 1, 2025. Commission meetings can change during the year. Please call the Planning Division at 952-949-8485 to make sure you have the most current calendar.

Planning Commission (**PC**) meetings are held at 7 p.m. in the Council Chambers at Eden Prairie City Center, 8080 Mitchell Road, Eden Prairie, MN.

The application dates are intended to serve as **a guideline** of potential meeting schedules for COMPLETE applications. If an application is incomplete and/or staff comments need to be addressed, meeting dates will be adjusted. Complex projects may require additional review time beyond the dates provided in this guideline.

Application package deemed complete on or before	PC Meeting Date
January 13, 2025	February 24, 2025
January 27, 2025	March 10, 2025
February 10, 2025	March 24, 2025
March 3, 2025	April 14, 2025
March 17, 2025	April 28, 2025
March 31, 2025	May 12, 2025
April 14, 2025	May 27, 2025
April 28, 2025	June 9, 2025
May 12, 2025	June 23, 2025*
June 2, 2025	July 14, 2025*
June 30, 2025	August 11, 2025
July 14, 2025	August 25, 2025
July 28, 2025	September 8, 2025
August 11, 2025	September 22, 2025
September 1, 2025	October 13, 2025
September 15, 2025	October 27, 2025
October 6, 2025	November 17, 2025*
October 27, 2025	December 8, 2025*
November 30, 2025	January 12, 2026
December 15, 2025	January 26, 2026
December 29, 2025	February 9, 2026
January 12, 2026	February 23, 2026

* One Planning Commission or City Council meeting this month

** *Tentative 2026 Schedule. Final schedule approved January 2026.*