

Variance Application 2026

Email complete form to Planning@edenprairiemn.gov 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.)	\$520 Non-Refundable	Request
	OTHER (includes office, industrial, commercial and public district requests, and new construction)	\$760 Non-Refundable	Request
SUBMISSION REQUIREMENTS	SEE REVERSE SIDE FOR REQUIREMENTS Contact Planning Division: 952-949-8485 or Planning@edenprairiemn.gov		
REQUIRED SIGNATURES	Applicant: _____	DATE: _____	
	Fee Owner: _____	DATE: _____	

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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.**

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2026 MEETING CALENDAR

The publication date of this calendar is Jan. 1, 2026. 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

Application Deemed Complete	PC Meeting Dates
January 12, 2026	February 23, 2026
January 26, 2026	March 9, 2026
February 9, 2026	March 23, 2026
March 2, 2026	April 13, 2026
March 16, 2026	April 27, 2026
March 30, 2026	May 11, 2026
April 14, 2026	May 26, 2026
April 27, 2026	June 8, 2026
May 11, 2026	June 22, 2026
June 1, 2026	July 13, 2026
June 15, 2026	July 27, 2026
June 29, 2026	August 10, 2026
July 13, 2026	August 24, 2026
August 3, 2026	September 14, 2026
August 17, 2026	September 28, 2026
September 14, 2026	October 26, 2026
September 28, 2026	November 9, 2026
October 31, 2026	December 14, 2026
November 28, 2026	January 11, 2027*
December 14, 2026	January 25, 2027*
December 28, 2026	February 8, 2027*

additional review time beyond the dates provided in this guideline.

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* *Tentative 2026 Schedule. Final schedule approved January 2027.*