



CITY OF ORONOCO
*Variance
Flow Chart*

**COSTS ASSOCIATED
with a Variance are:
\$250.00 Fee
\$50.00 per appeal**

Applicant submits Completed Variance Application to City Hall, which includes all supporting documents

60 Day Rule Begins

APPLICATION COMPLETE

APPLICATION INCOMPLETE

Clerk Sends Back to applicant with letter stating incompleteness & Process Begins Again

P & Z Commission Calls for a Public Hearing. City Clerk sends out notices to the Distribution List*

After Public Hearing P & Z makes recommendation to City Council.

City Council Reviews & Takes Action (if approved, via resolution)

City Clerk Notifies Applicant of Council Action

City Clerk will notify County if required

- *Distribution List:**
1. *Planning & Zoning Commission*
 2. *Oronoco City Council*
 3. *Oronoco Township*
 4. *Olmsted County Planning*
 - A) *County Engineer*
 - B) *Septic*
 - C) *Tom Thompson, Inspections*
 - D) *GIS*
 5. *Pine Island Telephone*
 6. *People's Cooperative Services*
 7. *MN Energy*
 8. *Parks & Trail Committee*
 9. *Emergency Services*
 - A) *Fire Department*
 - B) *1st Responders*
 - C) *OCSO*
 10. *DNR*
 11. *School Board Districts*
 12. *MnDOT*
 13. *Property Owners w/in 350' (Only if a Public Hearing is Needed)*
 14. *City Engineer*