

# VARIANCE AND CONDITIONAL USE PERMIT (CUP) APPEAL FORM

SUBMIT TO: Winona City Clerk, 3<sup>rd</sup> Floor City Hall, 207 Lafayette Street, Winona, MN 55987

**DEADLINE FOR APPEALS:**

- Variances (End of next business day 10 days following Board of Adjustment public hearing; typically Monday)
- CUPs (End of business day 10 days following Planning Commission public hearing; typically Thursday)

<b>Appellant:</b>	
<i>Company/Individual</i> _____	
<i>Contact Person</i> _____	<i>E-Mail</i> _____
<i>Mailing Address</i> _____	<i>Office Phone</i> _____
<i>City/State/Zip</i> _____	<i>Mobile Phone</i> _____

Pursuant to City Code Section 22.21, the following is required to file a valid appeal:

1. The appellant must be a party in interest aggrieved by the decision of the Board of Adjustment or the Planning Commission. A party in interest includes variance and CUP applicants, owners of adjacent property, and residents of the City of Winona.
2. In addition to completing this form, the appellant must submit a **written statement** of the reasons for the appeal. The reasons must be based on the criteria for the variance or CUP considered by the Board of Adjustment or Planning Commission. City staff will provide a list of the applicable criteria. The statement must 1) Succinctly state the facts, 2) Be accompanied by such documents or exhibits the appellant believes are required, and 3) State the relief requested. The statement must be dated, signed, and submitted with this application.
3. Appeal Fee: \$197.00

Following submittal of a valid appeal, the City Clerk will schedule a public hearing in front of the City Council. You will have a maximum of 20 minutes to present your case to the Council at the meeting. The City Clerk will advise you of the meeting date and time. Questions about this form or the appeal process can be directed to the City Clerk's office at 507-457-8200.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For Staff Use Only</b>		
Date Received: _____	Receipt # _____	Parcel #: _____