



# HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste ● Recycling ● Zoning  
304 South Marshall Street – Room 209, Caledonia, MN 55921  
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## Timeline for a Variance Application

Apply for a Variance Permit through [www.beacon.schneidercorp.com](http://www.beacon.schneidercorp.com). If you have questions about this process please see the guidance on *How to Apply for a Variance*.

The Board of Adjustment typically meets the 4<sup>th</sup> Thursday of each month in the Houston County Commissioner's Room, but hearing dates may vary depending upon the number of applications submitted. Hearings in November and December are scheduled for the 3<sup>rd</sup> Thursday of the month.

Generally, the Variance Permit process requires that your completed Application be submitted approximately three weeks prior to your scheduled hearing. After you submit the Application you will receive an email with payment information. Please send separate checks for the Hearing fee (\$500) and the Recording fee (\$46).

Once your payments have been submitted the Application will be reviewed by Zoning Staff. If your Application is deemed complete the Application will be forwarded to the Township and Board of Adjustment for review. If more information is needed Zoning Staff will contact you. The \$500 fee will be processed once your Hearing Notice is sent to the paper for publishing. Your \$46 Recording fee will be submitted to the Recorders Office after the public hearing.

The hearing notice will be printed in the Caledonia Argus two weeks prior to your hearing as well as mailed to you, the ten closest property owners, township, and appropriate county officials.

A week before the hearing you will receive a mailed packet containing an Applicant Letter, Hearing Notice, Agenda and Board Packet. You will have an opportunity to provide additional comments at the public hearing if you wish.

The Board of Adjustment makes the final decision on your request during the public hearing. Once a decision is made, a Variance Permit will be recorded (this may take between two and four weeks) and mailed to you. If your parcel is involved in a sale or parcel split the Variance Order will not be recorded until the property is surveyed and a legal description is available for attachment to the Variance Order. If your variance request is in conjunction with a building permit, the building permit application can be submitted prior to completing the public hearing process.