



City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432
763-784-6491 (p) 763-792-7257 (f)
info@slpmn.org

For Office Use Only

Case Number:
Fee Paid: 0550
Received by: WJB
Date Filed: 10/5/26
Date Complete:
Base Fee: 250 Escrow: 300

DEVELOPMENT APPLICATION**TYPE OF APPLICATION** (Check All That Apply)

- | | | |
|---|---|--|
| ☐ Appeal | ☐ Site Plan/Building Plan Review | ☒ Variance |
| ☐ Comprehensive Plan Amendment | ☐ Concept Plan Review | ☐ Minor Subdivision |
| ☐ Ordinance Amendment (Text) | ☐ Conditional Use Permit | ☐ Lot Combination |
| ☐ Rezoning | ☐ Interim Use Permit | ☐ Preliminary Plat |
| ☐ Planned Unit Development | ☐ Street or Easement Vacation | ☐ Final Plat |

PROPERTY INFORMATION

Street Address: 8035 Jackson St. NE

Property Identification Number (PIN#): 02-30-24-41-0031 Current Zoning: R1

Legal Description:

(Attach if necessary)

lots 24 & 25 BK 19 Riverside Plat. No. 7, Subj to ease of rec.

APPLICANT INFORMATION

Name: Rachal Anderson

Business Name:

Address: 8035 Jackson St NE

City/State/Zip Code: Spring Lake Park MN 55432

Telephone: 651-895-4784

Fax:

E-mail: rachal.cottingham@gmail.com

Contact:

Title:

OWNER INFORMATION (if different from applicant)

Name:

Business Name:

Address:

City/State/Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

DESCRIPTION OF REQUEST (attach additional information if needed)

Existing Use of Property: Single family home with detached garage & driveway existing

Nature of Proposed Use: to extend the portion of driveway to the property lines

Reason(s) to so: Parking of travel trailer would be in compliance with the city ordinance. ~~Re: extension~~ The portion of existing driveway

Approve Request: is within 2 feet of property line, we would just be continuing that same set back to the front property line. This area is currently all gravel and would be looking to make concrete.

APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park requires all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

Minnesota Statute § 471.462 requires all cities to provide, upon request, a nonbinding estimate of consulting fees in connection with applications for permits, licenses, or other approvals relating to real estate development or construction. If the applicant requests the estimate, the application shall not be deemed complete until the City has (1) provided an estimate to the applicant; (2) received the required application fees, as specified by the City; (3) received a signed acceptance of the fee estimate from the applicant; and (4) received a signed statement that the applicant has not relied on the estimate of fees in its decision to proceed with the final application from the applicant.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

☒ E-mail rochal.lettingham@gmail.com ☐ Fax _____ ☐ USPS _____

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application, including all four requirements of Minnesota Statute § 471.462, should I request a written estimate of consultant fees. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: Rochal Lettingham Date: 10-5-20

Owner: _____ Date: _____

NOTE: Applications only accepted with ALL required support documents.
See City Code

**City of Spring Lake Park
Variance Application**

A variance cannot be approved unless the Planning Commission and City Council find that the "practical difficulties" standard has been met. Please provide a response as to how/why your project will meet the following criteria. Use additional sheets if necessary and consult with the Zoning Administrator if you need clarification on the Intent of any of the standards set below.

1. Applicant Information:

Name: Rachal Anderson

Telephone: _____

Address: 8035 Jackson St NE

Cell Phone: 651-895-4784

City/State/Zip: SLP MN 55432

E-mail: rachal.cottingham@gmail.com

2. Property Owner Information (if different from above):

Name: _____

Telephone: _____

Address: _____

Cell Phone: _____

City/State/Zip: _____

E-mail: _____

3. Project Location (Address and Legal Description): 8035 Jackson St NE

4. Present Use of Property: _____

5. Description of Project: removing the rock and add concrete to park trailer and vehicles there.

6. Specify Section of the Ordinance from which variance is sought: Section 16.40.030
Yards: Setbacks

7. Explain how you wish to vary from the applicable provisions of this Ordinance: requesting to continue the existing setback of approximately 2 feet to the front lot line.

8. Please attach a site plan or accurate survey as may be required by Ordinance.

9. **Practical Difficulties Test:** Please answer the following questions as they relate to your specific variance request.

a. In your opinion, is the variance in harmony with the purposes and intent of the Ordinance?

☒ Yes ☐ No Why or why not?

to allow vehicles to park on a paved surface rather than a gravel surface.

b. In your opinion, is the variance consistent with the Comprehensive Plan?

☒ Yes ☐ No Why or why not?

they plan requires vehicles to be parked
on a paved surface.

c. In your opinion, does the proposal put property to use in a reasonable manner?

☒ Yes ☐ No Why or why not?

by allowing a vehicle to be parked
on a paved surface.

d. In your opinion, are there circumstances unique to the property? (physical characteristics of the property – i.e. sloping topography or other natural features like wetlands or trees)?

☒ Yes ☐ No Why or why not?

to expand the driveway to the other side
would require the removal of a 8 inch
diameter tree

e. In your opinion, will the variance maintain the essential character of the locality?

☒ Yes ☐ No Why or why not?

They area is currently all rock with
no vegetation so turning that area into
concret would not change the looks.

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant Signature:

Date:

Fee Owner's (Property Owner) Signature:

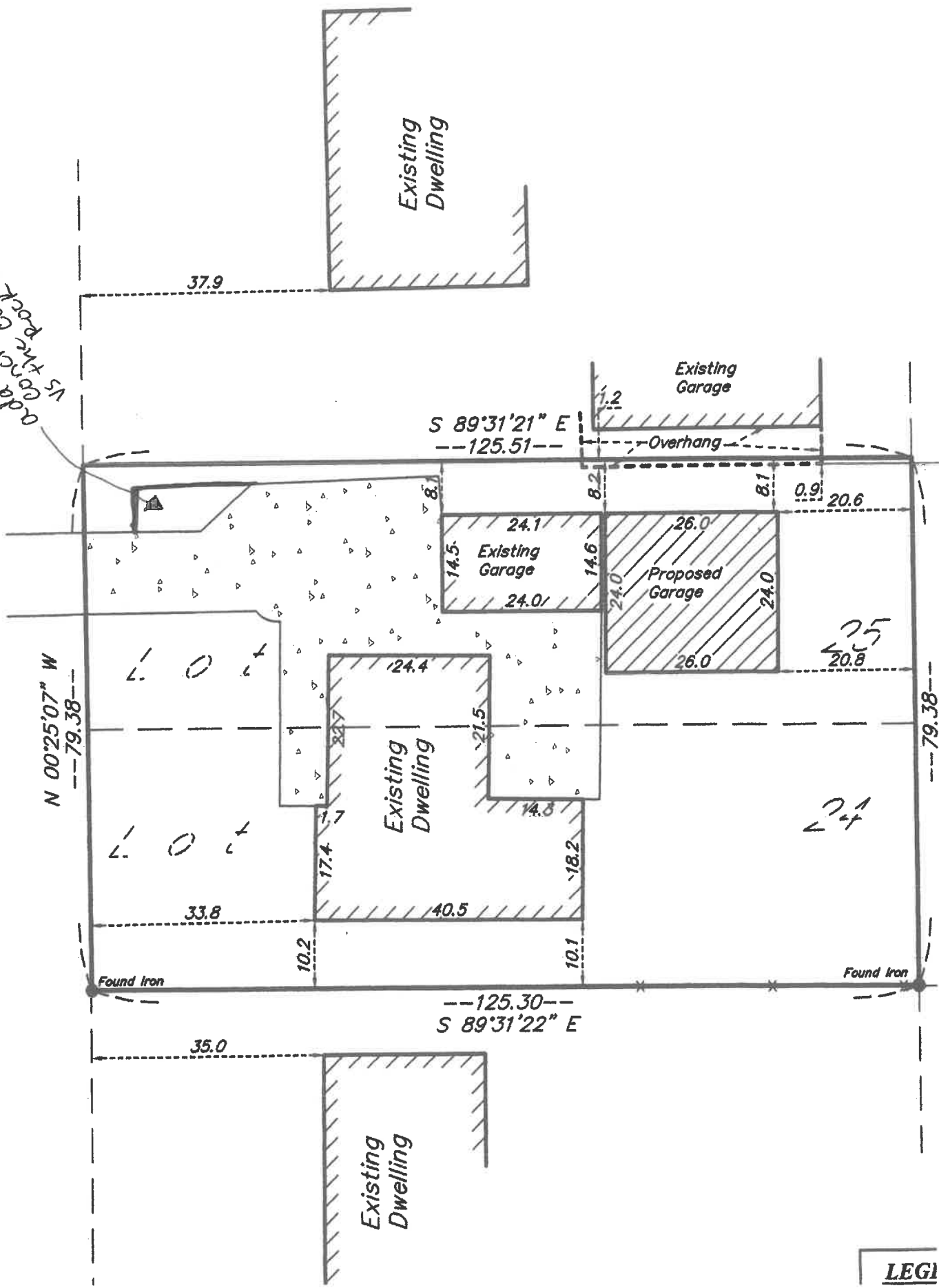
Date:

Rachael 

9-27-2026

Jackson Street

add concrete
vs the current
rock bed





City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432
763-784-6491

Receipt: 0000026056
Receipt: 10/05/26
Cashier: WBROWN
Received Of: RACHAL ANDERSON

8035 JACKSON ST NE
SPRING LAKE PARK MN 55432-1965

The sum of: \$300.00

BDINV 0000002759

\$300.00

Remaining Balance: \$246.36

Total: \$300.00

TENDERED: Check 2143

\$300.00



City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432
763-784-6491

Receipt: 0000026057
Receipt: 10/05/26
Cashier: WBROWN
Received Of: COTTINGHAM, RACHAL M

8035 JACKSON ST NE
SPRING LAKE PARK MN 55432-

The sum of: \$250.00

BDINV 0000002758

Remaining Balance: \$0.00

\$250.00
Total: \$250.00
\$250.00

TENDERED: Check 2143