Board of Adjustment Variance Application

139 S. Kirkwood Rd. Kirkwood, MO 63122

**\*An appointment with staff is required** prior to the submittal of a variance application to assist in preparing your submittal information. Please contact Amy Lowry, Planner II at 314-822-5815 to schedule an appointment.

**Action Requested:**

**□ Variance of Zoning Code**

**□** **$240** non-refundable filing fee for additions/alterations to existing single-family structures and for accessory structures such as shed, garages, and swimming pools

□ **$500** non-refundable filing fee for all others not listed above,

□ **$50** fee for each additional variance request on the same application.

**□ Variance of Fence Code**- **$200** non-refundable filing fee (per Code §5-45(c))

**□ Appeal the decision of the Building Commissioner** - **$240** non-refundable filing fee

**□ Appeal the interpretation of the Zoning Code** - **$500** non-refundable filing fee

**Project Address**

**Type of Work:** □ New Construction □ Addition □ Other

**Type of Structure:** □ Single-family □ Multi-family □ Commercial □ Accessory

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a previous variance application been filed on these premises within the last three (3) years?

□ Yes □ No \*If yes, provide available information that may affect this application.

**I hereby certify that all the information provided, including that contained in any supporting documents submitted, is true and accurate to the best of my knowledge and belief.**

**Applicant Information:** □ Property Owner □ Occupant □ Contractor □ Architect □Other

Name Phone

Address

City/State/Zip E-mail

Applicants Signature Date

**Property Owner Information** (if different from above):

Name Phone

Address

City/State/Zip E-mail

Owner’s Signature Date

*City Use Only Date Stamp*

Meeting Date:

Case#:

Zoning District:

Received by:

**CITY’S EXHIBIT NO. 1**

**VARIANCE(S) REQUESTED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Setback  (front, side, rear) | Required | Requested | Variance Needed | Code Section |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Setback  (front, side, rear) | Required | Requested | Variance Needed | Code Section |
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| --- | --- | --- | --- | --- |
| Setback  (front, side, rear) | Required | Requested | Variance Needed | Code Section |
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|  |  |  |  |  |

|  |  |
| --- | --- |
| Other: | Code Section: |
| Describe: | |
|  | |
|  | |

**BOARD OF ADJUSTMENT - SUBMITTAL SCHEDULE 2021**

***Schedule is subject to change***

|  |  |
| --- | --- |
| **LAST DATE FOR**  **SUBMITTAL\*** | **BOARD OF ADJUSTMENT**  **MEETING DATE\*\*** |
| December 14, 2020 | January 11, 2021 |
| January 11, 2021 | February 8, 2021 |
| February 8, 2021 | March 8, 2021 |
| March 15, 2021 | April 12, 2021 |
| April 12, 2021 | May 10, 2021 |
| May 17, 2021 | June 14, 2021 |
| June 14, 2021 | July 12, 2021 |
| July 12, 2021 | August 9, 2021 |
| August 16, 2021 | September 13, 2021 |
| September 13, 2021 | October 11, 2021 |
| October 11, 2021 | November 8, 2021 |
| November 15, 2021 | December 13, 2021 |
| December 13, 2021 | January 10, 2022 |

**The following documents must be submitted with the completed application:**

□ Twelve (12) copies of a Sealed Missouri Minimum Standards Boundary Survey containing the following:

1. Name and address of property owner, address of project
2. Identification of adjacent streets
3. A North arrow and identification of drawing scale such as 1” = 20’ (survey must be to scale)
4. Property lines, dimensions and area
5. Location, size and shape of any structures presently on the site
6. Location, size and shape of any proposed structures
7. Dimensions showing front, side and rear yard setbacks
8. Dimensions showing distance of structures and proposed structures from property lines
9. Location and dimensions of parking areas and/or driveways
10. If you are requesting a front yard variance for an interior lot located between two (2) improved lots, we will need sealed surveys of the front yard setbacks of the improved lots.
11. If you are requesting a front yard variance for a lot located (1) between an improved lot and a vacant lot (2) between an improved lot and a street or (3) between a vacant lot and a street, we will need sealed surveys of the front yard setbacks of every improved lot within a specified distance (as determined by the Zoning District) in the same block and on the same street frontage.
12. If you are requesting a Finished First Floor Height (FFFH) variance, we will need the existing grade at the center of the foundation for the proposed structure and the residences on each side of the property (within 200 ft. for a corner lot or a property next to a vacant lot), and the FFFH for the proposed residence and for the homes on each side of the property (within 200 ft. for a corner lot or a property next to a vacant lot).

□ Twelve (12) copies of photographs that show the property requesting the variance

□ Twelve (12) copies of elevation plans for side and rear variances

□ Twelve (12) copies of additional drawings that clearly present the facts relating to this request

□ One (1) copy of a hardship letter containing the following:

1. A description of the intended addition or improvement including location and distance from property lines.
2. Written description of setbacks that will be violated, the variance requested, and the section from the Zoning, Fence or Building Code.
3. Written description of the practical difficulties or unnecessary hardships that will occur if the strict letter of the Zoning, Fence or Building Code is applied.

**General Information**

1. Board of Adjustment members are an appointed group of volunteer citizens.
2. The Board members will make site visits prior to the meeting date.
3. Your street address should be visible on the front of the home.
4. **Please do not staple together information that you submit, or attempt to assemble in collated “packet” form**.
5. Board of Adjustment hearings are generally held on the second Monday of the month at 7:00 p.m., and at such other times as the Board may determine necessary.
6. All information must be submitted four (4) weeks prior to the hearing date.
7. All property owners within 300 feet of your property will be notified of your request and it will be advertised in the St Louis Countian and Webster-Kirkwood Times.
8. The agenda for the Board will only accommodate six (6) cases per hearing date. Cases over that number will be moved to the following month.
9. Variance requests are reviewed and determined at the scheduled hearing date. Applicants are required to present their cases and answer questions from Board members. The Board reserves the right to table applications pending submittal of additional information. All decisions are final and CANNOT be re-heard. Variances denied may be appealed in Circuit Court.