

CITY OF WARRENTON, MISSOURI

APPLICATION FOR VARIANCE 400.330

Date _____

APPLICANT INFORMATION

Please Print

Name _____

Address _____

Phone _____

VARIANCE INFORMATION

Type of Variance

Particulars of Variance

(Attach additional sheets/drawings as required)

Address/Location _____

_____ **Legal description of property**

_____ **List of names and addresses of adjacent property owners.**

This application is required by City Zoning Regulation Section 400.330 "VARIANCES".

Indicate Code/Regulations Section(s) from which variance is requested:

Section

Title

Applicant Signature

Date

For Office Use Only

Meeting Date _____

Z.O. _____

B.C. _____

P.W.D. _____

APPROVED _____

DISAPPROVED _____

PROCESSES for PLANNING and ZONING

VARIANCE: 400.330

May be submitted by any person aggrieved.

Approval Process. Board of Appeals.

PROCESS:

Submit for review, with completed application and required documentation and fees

1. Pre-filing review of Variance by; Building Commissioner, Zoning Officer, and Public Works Director. \$125 filing fee. \$300 deposit for publication. (Difference refundable or due). Three copies of drawings are required. Required 45 days prior to Planning and Zoning meeting date to meet public hearing requirements. Additional six copies of reviewed drawings required.
2. Filing with City Clerk
3. Staff generates "Public Hearing Notice", and notifies adjacent property owners.
4. Staff generates "Variance Report" for Board of Adjustments.
5. Board of Adjustment Meeting. **First Thursday of each month at 7:00 PM**
"Public Hearing" and "Open Meeting".
6. Board of Adjustments "Approved" or "Denied".
7. Approved. Signature of Board of Adjustments secretary.