

**City of Foristell
121 Mulberry Street
Foristell, Missouri 63348
(626) 463-2123**

Board of Adjustment Variance Request Application

Subject Property Information *(Please Type or Print):*

Property Location *(Including Address, if applicable):* _____

Proposed Use of Property: _____

Current Zoning District Classification of the Property: _____

Variance Requested _____

Contact Information *(Please Type of Print):*

Applicant:

Property Owner:

Name: _____

Name: _____

Contact Person: _____

Contact Person: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Variance Application

CHECKLIST

- Staff will conduct a comprehensive review of the applicant's submission and provide a written report detailing Staff's recommendation for the applicant's request. That report will be submitted to the Board of Adjustment along with the application that shall have attached to it, the following information.
- An Application fee of \$150.00, remitted in full.
- A statement from the applicant explaining, specifically, what is being requested and why a *Variance* is necessary.
- The names and addresses of all abutting and adjacent property owners.
- Provide a copy of a plot survey/sketch/site plan drawn to scale showing the lot or lots included in the application, showing the location of all structures, giving all appropriate dimensions, utility easements, and any other information as necessary to fit the actual request. A site location map that shows site in relation with the surrounding area must also be submitted.
- If applicable, copies of Building Elevations for proposed structures drawn to scale, which identify proposed building materials.
- Any other information deemed necessary by City Staff or by the Board of Adjustment, to adequately illustrate the proposed variance request.

In addition to the items listed on the above checklist, the following information must also be provided for sign *Variances*:

- A completed sign permit application, including structural and electrical information.
- Twelve folded colored sketches/drawings of the sign, giving dimensions and copy.
- A sketch/drawing of the building and the proposed location of the sign upon the building, if applicable.
- A sketch/drawing indicating the mounting details.
- All pole signs and ground-mounted signs require submittal of footing and foundation details.
- All pole signs and very large ground-mounted signs require submittal of wind load/seismic calculations (sealed by a registered engineer). These calculations may be submitted after the Board votes upon the variance; however, this will delay the issuance of the permit by 2-5 days.

Note: Any documents larger than 11 x 17 sheets, which are required to be to scale, warrant the submittal of twelve copies of each such document. Also any documents depicted in color of which the applicant wishes the Board of Adjustment members to receive colorized versions, warrant the submittal of 12 copies of each.

Variance Application

FINDINGS OF FACT REQUIRED

- A request for a Variance may be granted upon a finding of the Board of Adjustment that all of the following conditions have been met.
- The Variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district, and is not crated by an action or actions of the property owner or applicant.
- The granting of the permit for a Variance will not adversely affect the rights of adjacent property owners or residents.
- The strict application of the provisions of the Municipal Code of which the variance is requested will constitute unnecessary hardship upon the property owner represented in this application.
- The Variance desired will not adversely affect the public health, safety, morals, order convenience, prosperity or general welfare.
- The granting of the Variance desired will not be opposed to the general sprit and intent of the Municipal Code.
- The Board of Adjustment may require additional information when deemed necessary.

Please Note:

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For uses that require a separate Permit, the use may not be engaged until both the Variance is granted and the needed Permits obtained.

The breadth of the Variance is limited to only the specific request on the application, you may not deviate from the Variance granted.

Applicant Signature

Date

Owner's Signature

Date