



Board of Adjustment Variance Application

Case # _____

WHERE COMMUNITY AND SPIRIT MEET*

Project Address: _____ Zoning District: _____

The following essential documents must be submitted before acceptance of application can be made:

- A completed application
- Twelve (12) copies of a **Sealed Missouri Minimum Standards Boundary Survey** showing:
 - Property lines and property dimensions
 - Location, size and shape of any structures presently on the site
 - Location, size and shape of any proposed structures
 - Dimensions showing front, side and rear yard setbacks
 - Dimensions showing distance of structures and proposed structures from property lines
 - If you are requesting a front yard variance for an interior lot located between 2 improved lots we will need sealed surveys of the front yard setbacks of the improved lots.
 - If you are requesting a front yard variance for a lot located (1) between an improved lot and 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 200 feet in the same block and on the same street frontage.
- Twelve (12) copies of additional drawings that clearly present the facts relating to this appeal.
- One (1) copy of a hardship letter giving a brief narration setting forth the specific grounds of the request and a written description of location/distance from property lines.
- A **\$240** non-refundable filing fee for additions and alterations to existing single-family and accessory structures to existing single-family residences such as shed, garages, and swimming pools, or a **\$500** non-refundable filing fee for all others not listed above, plus **\$50** fee for each additional variance request on the same application.

Type of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Demo <input type="checkbox"/> Other	
Type of Structure: <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial Units <input type="checkbox"/> Industrial <input type="checkbox"/> Other	
Has a previous variance application been filed on these premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*If Yes, provide available information that may affect this application.	
<i>I hereby certify that all the information provided, and that contained in any supporting documents submitted, are true and accurate to the best of my knowledge and belief.</i>	
<i>Applicant Information</i>	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Occupant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other: _____	
Name: _____	Phone Number: _____
Address: _____	City/State/Zip: _____
Application Signature: _____	Date: _____
<i>Property Owner Information (If different from above)</i>	
Name: _____	Phone Number: _____
Address: _____	City/State/Zip: _____
Property Owner's Signature: _____	Date: _____

Pursuant to the provisions of Ordinance No. 5085, application to appeal is hereby made to vary or modify the order, requirement, decision or ruling of the Building Commissioner or to vary or modify the application of the regulations or provisions of the Zoning Ordinance of the City of Kirkwood, Missouri.

Received by: _____ Date: _____

General Information for Filing for a Non-Use Variance

1. Please do not staple together information that you submit, or attempt to assemble in "packet" form.
2. Submit only one (1) copy of a hardship letter.
3. Board of Adjustment hearings are generally held on the second Monday of the month, and at such other times as the Board may determine necessary.
4. All information must be submitted twenty-four (24) calendar days prior to the hearing date.
5. The agenda for the board will only accommodate six (6) cases per hearing date.
6. Variance requests are reviewed and determined at the scheduled hearing. 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 can not be re-heard. Variances denied may be appealed in circuit court.

Hardship Letter Information

The following information must be contained in the hardship letter:

1. A description of the intended addition or improvement.
2. Written description of location/distance from property lines.
3. Written description of setbacks which will be violated.
4. Written description of the practical difficulties or unnecessary hardships which will occur if the strict letter of the Zoning Ordinance is applied.

Site Plan Information

The site plan must contain the following:

1. Name and address of property owner.
2. Address of project.
3. Location and dimensions of parking areas and/or driveways.
4. Identification of adjacent streets.
5. Basements located on property.
6. A north arrow.
7. Identification of drawing scale, i.e., 1"=20'.
8. Property lines and property dimensions.
9. Location, size and shape of any structures presently on the site.
10. Location, size and shape of any proposed structures.
11. Dimensions showing front, side and rear yard setbacks.
12. Dimensions showing distance of structures and proposed structures from property lines.



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**CITY OF KIRKWOOD
BOARD OF ADJUSTMENT
SUBMITTAL SCHEDULE
2012**

The Board of Adjustment reviews a maximum of 6 cases per meeting. The meeting schedule and submittal schedule follows:

LAST DATE FOR SUBMITTAL*	BOARD OF ADJUSTMENT MEETING DATE**
December 16, 2011	January 9, 2012
January 20, 2012	February 13, 2012
February 17, 2012	March 12, 2012
March 16, 2012	April 9, 2012
April 20, 2012	May 14, 2012
May 18, 2012	June 11, 2012
June 15, 2012	July 9, 2012
July 20, 2012	August 13, 2012
August 17, 2012	September 10, 2012
September 14, 2012	October 8, 2012
October 19, 2012	November 12, 2012
November 16, 2012	December 10, 2012
December 21, 2012	January 14, 2013

* Date by which application must be submitted for review by Building Commissioner's Office for processing. Incomplete applications will be returned

** Date application will be presented to Board of Adjustment by petitioner.

Schedule is subject to change.