

BOARD OF ADJUSTMENT APPLICATION

Contact Information:

Property Owner:

Name(s)

Mailing Address

City, State, Zip

Phone

Email

Agent/Applicant (If Different Than Property Owner):

Name

Mailing Address

City, State, Zip

Phone

Email

Property/Request Information:

Request: _____ Variance
 _____ Special Exception
 _____ Appeal

Code Section (Variance/Appeal Only)

Property Address/Location

Property Zoning

Proposed Development/Project

APPLICATION CHECKLIST:

Applicant Checks Boxes	<input type="checkbox"/> Completed Application Form <input type="checkbox"/> Agent Letter (If Applicable) <input type="checkbox"/> Filing Fee - \$350 <input type="checkbox"/> Legal Description (Unplatted and Irregular Lots Only) <input type="checkbox"/> Site Plan/Survey (If Applicable) <input type="checkbox"/> Letter of Request: <i>Please include description of project, request, how criteria for approval are met, and any other pertinent information.</i>	City Staff Verifies
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OFFICE USE ONLY:

Case No: _____	DRC Meeting Date: _____	Advertise By: _____
Submission Date: _____	BOA Hearing Date: _____	

I N F O R M A T I O N :

Variations are *required* to meet the following criteria:

1. The applicant must demonstrate that special circumstances or conditions applying to the land or buildings for which the variance is sought; which circumstances or conditions are peculiar to such land or building and do not apply generally to lands or buildings in the same zone or neighborhood; and that said circumstances or conditions are such that the strict application of the provisions of the regulation creates an unnecessary economic hardship by depriving the applicant of the reasonable use of such land or building.
2. The alleged hardship was not created by any person currently having an interest in the property.
3. The purpose of the variance is not based exclusively on the desire to enhance the value of the property, or increase the return or income from the property.
4. The granting of such variance will not be detrimental to the public welfare or substantially or permanently injurious to the property or improvements in such zoning or neighborhood areas in which the property is located.
5. The granting of the variance is necessary for the reasonable use of the land or building and that the variance as granted by the Board is the minimum variance that would accomplish this purpose, and will not alter the essential character of the neighborhood.
6. The literal enforcement and strict application of the provisions of the Rolla Planning and Zoning Code will result in an unnecessary hardship inconsistent with the general provisions and intent of the regulations and that in granting such variance the spirit of the regulations will be preserved and substantial justice done.
7. (Use Variations Only) The use is consistent with the intent of the Comprehensive Plan.

Appeals are *required* to meet the following criteria:

1. The Appeal was filed within 15 days or after the administrative officer has rendered a decision.
2. The interpretation of the code as made by the administrative officer was incorrect or unclear.

Special Exceptions are *required* to meet the following criteria:

1. The request is consistent with the general spirit and intent of the regulations.
2. The request is consistent with the general and specific rules for the Special Exception.
3. The request serves the general welfare and preserves the community interest.

Acknowledgement and Authorization:

The owner(s) understand and agree that the application will be placed on hold until a complete application and all required items on the checklist are received. The owner(s) understand and agree to permitting employees of the City of Rolla to enter the subject property for purposes of posting a yard sign(s), retrieving the yard sign(s), taking photographs of the property/building(s), and investigating the property for pertinent information related to the request. Should ownership of the property change after the application is submitted, authorization is required from the new owner to continue with the review of the request, or the request will be withdrawn from consideration. The undersigned understands that refunds may be provided if the request is withdrawn prior to the Board of Adjustment hearing, less any costs already incurred.

Property Owner(s):

Applicant/Agent (If Different From Owner)

Sign

Print

Sign

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Sign

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