

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:

City Staff Verifies

☐

Completed Application Form

☐

Agent Letter (If Applicable)

☐

Filing Fee - \$375

☐

Legal Description (Unplatted and Irregular Lots Only)

☐

Site Plan/Survey (If Applicable)

☐

Letter of Request:

Please include description of project, request, how criteria for approval are met, and any other pertinent information.

OFFICE USE ONLY:

Case No: _____

DRC Meeting Date: _____

BOA Hearing Date: _____

Submission Date: _____

Advertise By: _____

INFORMATION:

Variances are *required* to meet the following criteria:

1. That there are special circumstances or conditions applying to the land or buildings for which the variance is sought, which are peculiar to such land or building and do not apply generally to lands or buildings in the same zone or neighborhood, and;
2. That said circumstances or conditions are such that the strict application of the provisions of this chapter create an unnecessary economic hardship by depriving the applicant of the reasonable use of such land or building, and;
3. That the alleged hardship has not been created by any person presently having an interest in the property, or based exclusively on a desire to enhance the rate of return from or value of the property, and;
4. That the granting of such variance will not be detrimental to the public safety or public welfare, in such zoning district or neighborhood areas in which the property is located, and;
5. That the variance as granted by the Board is the minimum variance that will accomplish this purpose, and;
6. That relief from the literal enforcement and strict application of the provisions of this chapter is consistent with the intent and spirit of the chapter, and;
7. That substantial justice is achieved by relief from the ordinance which cannot be achieved in any other means.

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 a full refund may be issued if the request is withdrawn within three (3) business days after the application; a partial refund may be considered if the request is withdrawn prior to the hearing.

Property Owner(s):

Applicant/Agent (If Different From Owner)

Sign

Print

Sign

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Sign

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