

CITY OF FENTON
COMMUNITY DEVELOPMENT DEPARTMENT
625 New Smizer Mill Road
Fenton, MO 63026
(636) 349-8110

VARIANCE/APEAL OF ORDINANCE APPLICATION CHECKLIST

A **complete** application for Variance/Appeal of Ordinance must be received by the Community Development Department no less than thirty (30) days prior to the next Board of Adjustment Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please review the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

REQUIRED DOCUMENTS FOR A COMPLETE VARIANCE/APEAL APPLICATION:

- One (1) Petition for Variance/Appeal of Ordinance: All blanks completed, application signed and notarized.
- One (1) legal property description. See item D on attached petition form.
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
- State the Variance/Appeal of Ordinance being requested. See item E on attached Petition form.
- One (1) Justification statement. See item F on attached Petition form.
- One (1) check for \$300 fee payable to 'City of Fenton'
- Twenty-five (25) 11"x17" or 8½"x11" copies of items/plans (must be legible at this size), plus two (2) full-sized copies to scale, **OR** twenty-five (25) full-sized copies to scale if smaller plans are not legible, plus one 11"x17" or 8½"x11" copy.

NOTE: A pre-application conference with the Community Development Director is encouraged.

I/we (Petitioner) _____ do submit the attached application for a Variance/Appeal of Ordinance for (project name) _____ at (address) _____ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received no less than 30 days prior to the next scheduled public hearing meeting. *If the application and materials are incomplete or are returned for corrections by the Community Development Director, placement of my case on an agenda will be delayed until such time as all required materials are received within the 30-day requirement.*

Signed: _____

Date: _____

City of Fenton
Community Development Department
625 New Smizer Mill Road
Fenton, MO 63026
(636) 349-8110

PETITION FOR VARIANCE/APPEAL OF ORDINANCE

DATE: _____

PETITION NO.: _____

DATE PAID: _____

FEE: _____

TO THE BOARD OF ADJUSTMENT OF THE CITY OF FENTON

Now comes _____ and state(s) to the Board of Adjustment that he/she/they have the legal interest in property in the City of Fenton, St. Louis County, State of Missouri, which would be affected by the variance/appeal of ordinance requested by this petition.

The following information is required to complete this application:

A. Address of property: _____

(separate letter may be attached)

B. Describe your legal interest in the property or state the name of the person or firm you are representing: _____

C. Property Owner Name: _____
(if Petitioner is not the owner, a letter of legal consent from the property owner is required)

D. Legal description of property; attach if necessary: _____

E. State Variance/Appeal of Ordinance Requested: _____

F. Applicant's "Justification Statement": Identify the hardship that validates why a variance/appeal of ordinance is need and applicant's opinion as to the affect of use on surrounding properties. *(May be attached as separate document).*

G. The petitioner(s) further state(s) that the property described is:

A. Presently zoned: _____

B. Presently used for: _____

H. Returned signed and notarized application, fee, and twenty-five (25) 11"x17" or 8½"x11" sets and two (2) full-sized sets to scale of any plans to the Community Development Department. Please submit twenty-five (25) full-sized sets to scale of all items/plans plus one 11"X17" or 8½"x11" copy if smaller plans are not legible.

I (we) hereby certify that I (we) have a legal interest in the described property, or I (we) am (are) the duly appointed representative(s) of the petitioner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements and conditions set forth by the City of Fenton's Board of Adjustment.

(Print Name) (Petitioner's Signature)

Address: _____ Phone: _____
_____ Email: _____

Subscribed and sworn to before me this _____ day of _____, 20__

SEAL:

(Notary Public)

My commission expires: _____, 20__

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REMINDER: Applications, all attachments, and fee must be received by the Community Development Department at least **thirty (30) days prior to the next Board of Adjustment Meeting** in order to be placed on the agenda for consideration.



IMPORTANT NOTICE

Petitions for Public Hearing

- The Board of Adjustment holds a public hearing on the third Tuesday of every month, 7:00 p.m., at the City of Fenton City Hall, 625 New Smizer Mill Road.
- Prior to the public hearing, the City must have your completed application and other documents delivered to the Community Development Department thirty (30) days in advance of the Board of Adjustment's next meeting date to post the required public notice. Staff will determine whether the petition will be on the Board of Adjustment agenda for the following meeting.
- Your attendance at the Board of Adjustment meeting is mandatory. Failure to appear will result in a recommendation to table or deny your request.

If you have any questions, please do not hesitate to call the Community Development Department at (636) 349-8110.