

City of O'Fallon Planning and Development Department

100 North Main Street
O'Fallon, Missouri 63366
www.ofallon.mo.us
(636) 379-5544



For additional information send inquiries to:

E-mail: tcoffman@ofallon.mo.us or **Fax:** (636) 240-5511

Board of Adjustment Variance Request Application

Subject Property Information (Please Type or Print):

Property Location (Including Address, if applicable): _____

Proposed Use of Property: _____

Year in Which Site was Initially Developed: _____

Current *Zoning District Classification* of the Property: _____

Variance Requested: _____

Contact Information (Please Type or Print):

Applicant:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Contract Purchaser (if applicable):

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Property Owner:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Engineer:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

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 \$100.00, remitted in full. All documentation submitted as part of this application shall be turned into Staff fully assembled in individual packets that are sorted, collated, and folded - or else the application materials will not be accepted.
- A statement from the applicant explaining, specifically, what is being requested and why a *Variance* is necessary.
- Statements from the adjacent property owners expressing their acceptance or disagreement with the applicant's *Variance* request. A separate form has been attached to record these statements.
- Provide fifteen (15) copies 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. All copies must be folded when submitted. Include a site location map that shows site in relation with the surrounding area.
- Provide fifteen (15) copies of *Building Elevations* (if applicable) for proposed structures drawn to scale which identify proposed building materials.
- Provide one (1) copy of the plot survey/sketch/site plan and *Colored Building Elevations* in 11" x 17" at the time of the initial Submittal (1st Submittal) and of the revised plot survey/sketch/site plan and *Colored Building Elevations* that address Staff Comments as part of 2nd Submittal (if applicable).
- Provide one (1) copy of the plot survey/sketch/site plan and *Building Elevations* in 11" x 17" (for filing purpose).
- 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.
 - Fifteen (15) 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-mount signs require submittal of footing and foundation details. Prior to the footing inspection, a surveyor's report/letter confirming that the footing/stake-out is in the correct location (as approved by the City's Sign Permit) shall be on file with the City's Building Division. If you wish, you may fax it to 636-240-5511.
 - 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 variance is voted upon by the Board; however, this will delay the issuance of the permit by 2-5 days.

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.

1. 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 created by an action or actions of the property owner or applicant.
2. The granting of the permit for the *Variance* will not adversely affect the rights of adjacent property owners or residents.
3. The strict application of the provisions of the *Zoning Regulations* of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
4. The *Variance* desired will not adversely affect the public health, safety, morals, order convenience, prosperity or general welfare.
5. The granting of the *Variance* desired will not be opposed to the general spirit and intent of the *Zoning Regulations*.
6. The Board of Adjustment may require additional information when deemed necessary.

Please Note:

- Any documents larger than 11 x 17 sheets, which are required to be to scale, warrant the submittal of fifteen (15) 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 fifteen (15) copies of each.
- 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

<u>For Internal Use Only</u>
Case Number: _____
Date of Submittal: _____
Fee(s) Paid to Date: _____

Variance Application



Board of Adjustment – Variance Support Recommendation

This form is part of the variance application and shall be submitted (filled out in its entirety) along with all other application materials.

Property Owner / Applicant: _____

Property Location (Address): _____

The person(s) listed above are petitioning the O’Fallon Board of Adjustment for relief from City Code Requirements. This statement is being presented to you as notice that a project is being proposed on their property that deviates, in the manner described below, from what is normally allowed under the City Codes. The applicant should provide the necessary information on the nature of the variance requested and the reasons for it. They should also provide you with details of the impact, if any, on all other adjoining properties. It must also be made clear that once the variance is granted, it will stay with the property permanently, even if the property changes ownership in the future. If you have any questions about the variance requested or what it means, feel free to direct any inquires to the applicant or to City Staff.

Variance Requested: _____

As the owner, or authorized agent, of the property listed below, I am signing this statement as evidence that I am both fully aware of the request made by the adjoining property owner, and that I have no objection to the request that is being made. The (person / entity) listed above has requested a variance from the board of adjustment. This written response is being submitted to the Board of Adjustment as an official statement of (my / our) agreement to, and support of, the applicant’s request for a variance to the City Zoning Code.

Adjoining Property Location (Address): _____

Signature: _____ Date _____

Name (printed): _____

Signature: _____ Date _____

Name (printed): _____