

City of O'Fallon Planning and Development Department

100 North Main Street
O'Fallon, Missouri 63366
www.ofallon.mo.us



For additional information send inquiries to:

E-mail: tcoffman@ofallon.mo.us or call (636) 379-5544

Variance Application

OFFICE USE ONLY

Date of Initial Submittal: _____ Case No.: _____ Application Fee \$100.00 Paid: _____

Subject Property Information (Please Type or Print all requested information):

Property Location (Including Address, if applicable): _____

Proposed Use of Property: _____

Variance Requested: _____

Contact Information:

Applicant:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Property Owner:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Contract Purchaser (if applicable):

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Engineer:

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Applicant Signature

Date

Owner Signature

Date

APPLICATION SUBMITTAL INFORMATION

- All items shall be submitted electronically to tcoffman@ofallon.mo.us. Electronic submittals shall be Adobe PDF with the measuring functionality enabled for review purposes. If an electronic submission cannot be made, please provide one (1) copy of all documents no larger than 11X17 in size.
- The applicant will be billed for the application fee of \$100.00 and a \$0.62 mailing fee for the notification of each adjacent property. Fees shall be paid regardless of application approval.

This Variance Application and Checklist outlines the items typically addressed with an initial submittal of a Variance. This checklist is a guide to the generally required information on a Variance, but may not be inclusive of all the information that may be required to meet City Code. Please refer to Title IV: Land Use Chapter of the O'Fallon Municipal Code for more specific and detailed requirements.

- Provide scaled copies of the plot survey/sketch/site plan and colored building elevations (if applicable) 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 necessary to fit the actual request. Include a site location map that shows the site in relation to the surrounding area.
- Provide a statement from the applicant explaining, specifically, what is being requested and why a Variance is necessary.
- Provide 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.
 - Four (4) 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.
 - 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.

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:

- The variance is limited to only the specific request on the application; you may not deviate from the Variance granted.
- Separate permits may be required.

Variance Process

