



**SIGN EXCEPTION REQUEST APPLICATION**

City of St. Joseph, Missouri | Planning & Zoning  
1100 Frederick Avenue, Room 107  
Zack Martin, City Planner | (816) 271-4648 | [zmartin@stjoemo.org](mailto:zmartin@stjoemo.org)

All submittals for variances must comply with Sec. 31-093 of the City’s Code of Ordinances, located online at [stjoemo.info](http://stjoemo.info) **The following must be included with every application:**

1. Completed Application
2. Application Fee (\$920)
3. **Materials required on checklist (see back)**

**THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A VARIANCE BY THE ZONING BOARD OF ADJUSTMENT.** With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

**Property Owner Information**

Name \_\_\_\_\_ | Primary Contact  Yes  No

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ | Email \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Representative Information (if different than above)**

Name \_\_\_\_\_ | Primary Contact  Yes  No

Business Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ | Email \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property Address**

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**Brief Description of Request** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section to be completed by City**

**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_ **Accela ID** \_\_\_\_\_

**ALL applications must include the following to be considered complete:**

- Completed application
- Submitted application fee
- Letter from owner stating the purpose of the request (in more detail than brief included on application)
- Typed document to City Planner responding to the following items in detail:
  - An explanation of how the requested exception conforms to each of the required determinations set forth in Sec. 31-093(c)
    - That the exception will not be detrimental to or cause undue hardship to the surrounding neighborhood and property owners, or the public safety; and
    - That the exception is in keeping with the purpose of the sign code; and
    - That the exception to be granted is one that will require the least modification to the prescribed regulations and the minimum variance that will accomplish the purpose; and
    - That the literal enforcement of the provisions of the ordinance will result in restrictions inconsistent with the purpose of the applicable section; and
  - A site plan describing the property boundaries, the location of buildings, and the area for which the exception is being requested.

**Zoning Board of Adjustment hearings, unless otherwise stated or posted, are held on the last Tuesday of each month at 4pm in the City Council Chambers on the 3<sup>rd</sup> floor of City Hall (1100 Frederick Avenue). Submittal deadlines are the last working Friday the month prior.**

**Section to be completed by City**

**Current Zoning**

\_\_\_\_\_

**Fees**

\$920.00

**Date Application Received**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Zoning Code Provision**

\_\_\_\_\_

**Total (\$)** \_\_\_\_\_

**Date Fee Received**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_