



SUBDIVISION VARIANCE REQUEST APPLICATION

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

All submittals for variances must comply with Sec. 26-130 of the City’s Code of Ordinances, located online at stjoemo.info **The following must be included with every application:**

1. Completed Application
2. Application Fee (**\$1,050**)
3. **Materials required on checklist (see back)**

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A VARIANCE BY THE PLANNING COMMISSION.

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 _____ | _____ | _____

Legal Description of Property _____

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 variance request (in more detail than brief included on application)
- Word Document containing the complete legal description of the property
- Typed document to City Planner responding to the following items in detail:
 - The special and unusual circumstances affecting your property for which the strict application of the subdivision code would deprive you of the reasonable use of land, and is not the mere granting of a privilege not granted to others.
 - Description of why the variance is necessary for the preservation and enjoyment of a substantial property right.
 - Description of why the variance would not be detrimental to the public safety, convenience, or welfare, or be injurious to other property in the vicinity.

Planning Commission hearings, unless otherwise stated or posted, are held on the last Thursday of each month at 5:30pm in the City Council Chambers on the 3rd 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

\$1,050.00

Date Application Received

____ / ____ / ____

Subdivision Code Provision

Total (\$) _____

Date Fee Received

____ / ____ / ____