



**COMMERCIAL/MULTI-FAMILY 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](mailto:zmartin@stjoemo.org)

All submittals for variances must comply with Sec. 31-092 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** for property less than 20,000 SF | **\$1,210** for property greater than 20,000 SF)
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 variance request (in more detail than brief included on application)
- Typed document to City Planner responding to the following items in detail:
  - The special conditions, circumstances, or characteristics of the land, building, or structure that prevent compliance with the Zoning Ordinance
  - The particular hardship that would result if the specified provisions or requirements were to be applied to the subject property
  - The extent to which it would be necessary to vary the requirements of this ordinance in order to permit the proposed use of the property
  - An explanation of how the requested variance conforms to each of the standards set out in Sec. 31-092 (b):
    - The particular physical surroundings, shape, or topographical condition of the specific property involved would result in an unnecessary hardship upon the owner as distinguished from a mere inconvenience
    - The conditions on which the petition for a variance is based would not be applicable, generally, to other property in the same zoning district
    - The alleged hardship has not been created by any person with a vested interest in the property
    - The granting of the variance would not be detrimental to the public health, safety, welfare, or to other property, improvements or the character in the neighborhood which the property is located;
    - The granting of the variance is in keeping with the purpose of the zoning district for which the property is located and in keeping with any applicable plans of the City
  - A site plan describing property boundaries, existing and proposed structures, and setbacks
  - Any other information deemed necessary for the ZBA to make an appropriate decision

**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**

- < 20,000 SF
- > 20,000 SF

**Date Application Received**

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

**Zoning Code Provision**

\_\_\_\_\_

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

**Date Fee Received**

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