



HEARING BEFORE BOARD OF ADJUSTMENT APPLICATION

All information requested on this Application must be supplied. No Board of Adjustment Hearing will be scheduled until a completed Application has been submitted, and the filing fee and cost of hearing are paid. A minimum of fifteen (15) days after receipt of the completed Application and all required documents will be necessary before a hearing date is set.

No demonstrative evidence, photograph, diagrams, etc. will be considered by the Board of Adjustment that has not been presented to the City Clerk's office. You are prohibited from contacting any Member of the Board of Adjustment to discuss your project prior to the Hearing. The Members of the Board are required to view your property before the Hearing. During the Hearing, you are granted twenty (20) minutes to speak on behalf of your project.

APPLICANT/OWNER: _____

ADDRESS: _____

HOME TELEPHONE: _____ OFFICE TELEPHONE: _____

E-MAIL ADDRESS: _____

TYPE OF WORK: New Construction Addition Alteration Replace
 Repair Demolition Other

If other, please specify: _____

Type of structure, please describe: _____

TO THE BOARD OF ADJUSTMENT:

Pursuant to the provisions of Chapter 405.160 of the Municipal Code of the City of Clarkson Valley, application is hereby made for a hearing before the Board of Adjustment of the City of Clarkson Valley, Missouri, for the following purpose(s):



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and the grounds for the request for the Variance sought are:

This project has _____ has not _____ been submitted to the Board of Adjustment previously.

ATTACHED HERETO AS PART OF THIS APPLICATION ARE THE FOLLOWING:

1. Nine (9) copies of plats and plans (non-reduced) showing:
 - a. Topography (if land will be disturbed)
 - b. Property and building lines (front, side & back marked)
 - c. Easements
 - d. Existing and proposed improvements
 - e. All proposed changes with exact measurements for Variance sought
 - f. Adjacent lots or tracts
2. The plats and plans must clearly cover and present the facts relating to this Application.
 - a. Must be certified within six (6) months of the date of this Application by a licensed engineer.
 - b. Elevation of the proposed new construction must be provided.
3. Brief narration setting forth the specific grounds for the Application. **You must produce a letter listing hardship.**
4. Written comments have been requested from adjoining and neighboring property owner and Subdivision Trustees. If these comments are not included, the City will advise the adjoining and neighboring property owners and the Subdivision Trustees of this application.

The undersigned hereby certifies and affirms that all the above statements and the information contained in the above exhibits submitted herewith are true and correct. After Items 1- 4 above are submitted with a complete Application, the Applicant will be placed on the next scheduled Agenda.



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A transcript of the proceeding is available at your request. The cost is determined by the length of the proceeding. Order transcript Yes ___ No ___

Should a Variance be granted, please be advised that any change to the Plans (as submitted) would negate said Variance.

Applicant's Signature (must be signed by Owner) Date _____

Received by Date _____

- Filing Fee \$50.00 Check# _____ Check Date: _____
- Cost of Hearing \$300.00 Check# _____ Check Date: _____

You will be notified by phone or mail of the hearing date