

Board of Adjustment Application Procedure

The Board of Adjustment meets on the second Thursday of each month at 6 p.m. **when needed**, in the Board Chambers at City Hall, 1001 Schroeder Creek Blvd. Exact dates can be found on the City's website at: [Board of Adjustment Submittal/Meeting Schedule](#).

An applicant must complete and submit the following items to the Community Development Department by the scheduled submittal date in order to be placed on the next month's agenda.

- **APPLICATION FORM**

All forms must be completed in full, including the signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.

- **PROCESSING FEE - \$200**

The City accepts cash, check or credit card in the above amount, this is a non-refundable fee. If you are paying by check, please make the check payable to the City of Wentzville. If paying by credit card there is an additional 2% charge to your account.

- **DRAWINGS**

Show all required information as noted on the application.

- One **folded** set of drawings (initial submittal) no larger than 24" x 36" – **and** one copy 11" x 17" in size.
- Email the submittal information in .pdf format to:
Christy.Mouser@wentzvillemo.gov.

- **VERIFICATION OF TAXES**

The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, *please provide a copy of the paid real estate tax receipt*. This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at www.saintcharlescountycollector.org.

THESE ARE THE MINIMUM SUBMITTAL REQUIREMENTS NEEDED FOR REVIEW. FAILURE TO PROVIDE ALL INFORMATION WILL RESULT IN APPLICATIONS BEING RETURNED.

**Board of Adjustment
Variance Application**

DATE: _____

APPLICATION#: _____

PROJECT ADDRESS: _____

PROJECT LOCATION: _____



SITE DATA INFORMATION

- Attach location map
- Attach typed legal description

Area of site: _____ Present Zoning: _____

Adjoining property zoning:

North _____ South _____ East _____ West _____



APPLICANT/OWNER INFORMATION

Applicant: _____

Address/City/State: _____

Email Address: _____

Phone # ____/____/____ (Home) ____/____/____ (Work) ____/____/____ (Fax)

Property Owner: _____

Address/City/State: _____

Email Address: _____

Phone # ____/____/____ (Home) ____/____/____ (Work) ____/____/____ (Fax)

VARIANCE REQUESTED: _____

ZONING ARTICLE: _____

VARIANCE CHECKLIST

- One folded set of documents (along with an 11 x 17 copy) of a plat, survey, sketch, site plan submitted, drawn to scale showing the lot or lots included in the applications, showing all structures and improvements on site, north arrow, scale and date, name and signature of person preparing plat, giving all appropriate dimensions and building setbacks, and any other information necessary for review, prepared by a registered land surveyor or professional engineer.
- \$200 Variance Application Fee.
- The applicant is required to appear before the Board of Adjustment.
- The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, ***please provide a copy of the paid tax receipt.*** This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at www.saintcharlescountycollector.org.

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. Special circumstances exist which are peculiar to the applicant's land, structure or building and do not generally apply to the neighboring lands, structures or buildings in the same district or vicinity.
2. Strict application of the provisions of the zoning regulations would deprive the applicant of reasonable use of the land, structure or building in a manner equivalent to the use permitted to be made by other owners of their neighboring lands, structures or buildings in the same district.
3. The appeal, if approved, will not cause or will not impair the adequate supply of light and air to adjacent property, or increase congestion on public streets, or increase the danger of fire, or materially diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, comfort, morals and welfare of the City.
4. The particular physical surroundings, shape, topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the law is carried out.

Applicant's Signature

Date

Owner's Signature

Date

Engineer Signature

Date



Board of Adjustment
Statement of Hardship/Justification for Request

FOR CITY USE ONLY

DATE RECEIVED: _____

TOTAL RECEIVED: _____

AGENDA DATE: _____

CHECK#: _____

SIGNATURE: _____

RECEIPT#: _____