

# GUIDELINES: BOARD OF ADJUSTMENT VARIANCE



**The Board of Adjustment is authorized to grant variations to the zoning regulations where a genuine and unique hardship would result if the strict application of the Zoning Regulations were to be applied. Detailed information can be found in the Municipal Code under Article III.**

## Regulations:

- 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.
- Strict application of the provisions of the zoning regulations would deprive the applicant of the 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.
- 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.
- The particular physical surroundings, shape and 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.
- A Public Hearing is held for Variance applications; adjacent property owners will receive a notification. Letters of support or opposition may be submitted on behalf of the application.

## City Meeting:

- One meeting with The Board of Adjustment.
- Submittal Deadline and Meeting Dates can be found under Board of Adjustment at [www.wentzvillemo.gov/PZInfo](http://www.wentzvillemo.gov/PZInfo).


## How to Apply for Board of Adjustment Variance:

- Create an account or log in at [www.wentzvillemo.gov/CustomerPortal](http://www.wentzvillemo.gov/CustomerPortal).
- Select: Planning Applications, Board of Adjustment Variance.
- Upload a Plot Plan.
- Upload the Project Exhibit (i.e. deck, fence, etc.).
- Upload Statement of Hardship.
- Upload Warranty Deed.
- Upload the Current year's Paid Tax Receipt.
- Pay fee online.

**Fee: \$200**

## Questions?

**Contact the Community Development Department**

 **(636) 639-2032**

 **CommunityDevelopment@wentzvillemo.gov**

 **[www.wentzvillemo.gov/CDD](http://www.wentzvillemo.gov/CDD)**

