



VARIANCE APPLICATION SUBMITTAL REQUIREMENTS

In order for an application to be considered complete, the following materials must be submitted at the time of application:

1. A completed application form (2 pages)
2. Application fee: \$250.00 + Court Reporter Costs (Balance due after Public Hearing)
3. Ten copies of drawings which clearly indicate the requested variance in relation to the property and/or structures. These could include: a plot plan, plat, site plan, a survey, and/or building elevations. Pictures can be submitted with the application and drawings but cannot replace the drawings. The drawings must be accurate and of such detail that they can be clearly read and clearly reproduced.
4. Exact Legal Description of the property for which the Variance is sought.

It is recommended that the applicant schedule a meeting with the City Planner prior to the submission of the application. An application will not be considered complete until all required material has been submitted. The applicant should be aware that obtaining a Variance is difficult, and it is the applicant's responsibility to provide sufficient evidence that justifies a Variance. It is the applicant's responsibility to obtain a copy of the agenda, staff report and staff recommendation prior to the scheduled meeting.

PROHIBITED ZONING VARIANCES

The following Variances are not permitted:

- *Permit a principal use in a Zoning District that is not otherwise allowed in that District*
- *Waive, modify or otherwise vary any of the Subdivision Design or improvement standards of Article IV Subdivision Required Improvements or Article V Subdivision Design Standards*
- *Waive, modify or amend any definition or use classification*
- *Waive, modify or otherwise vary any review and approval procedures; or*
- *Waive, vary, modify or otherwise override a condition of approval or requirement imposed by another decision-making body*



VARIANCE APPLICATION PROCEDURES

THE CITY PLANNER: Will verify that a complete Variance Application has been submitted. Once verified the City Planner shall:

1. Verify the Owner(s) of the property.
2. Verify the property's Zoning District
3. Schedule the Board of Adjustment Public Hearing (with proper notices below)
4. Schedule the Court Reporter
5. Identify and Notify all property owners within 300 feet of the subject property (provide a minimum of 15 days notice before the Public Hearing)
6. Publish Public Hearing Notice in Raymore Journal giving 15 Days notice of P.H.
7. Create BOA Agenda
8. Complete Staff Report & Staff Recommendation(s)
(must be available for applicant Friday before scheduled P.H.)
9. Provide BOA with copies of the Agenda, Variance Application, Staff Report and Staff Recommendation(s) one (1) week before the Public Hearing for their review and site visit.

CERTIFIED LETTERS: The City Planner is responsible for mailing notices (see attached sample letter) of the Public Hearing for the requested appeal or variance by **Certified Mail, return receipt requested** to all owners of land within 300 feet of the subject property. These notices must be sent prior to the Public Hearing and provide a minimum 15 days notice to the property owners. All Certified Mail receipts and return receipts must be received by the City before the scheduled meeting.

NOTICE OF PUBLIC HEARING: The City Planner is responsible for submitting the Notice of Public Hearing (see attached sample notice) to The Journal and must be published a minimum of 15 days prior to the scheduled Public Hearing.

BOARD OF ADJUSTMENT: The Board of Adjustment holds meetings at the call of the Chairman, in the Council Chambers of City Hall. The agenda and staff report(s) will be available the Friday preceding the Board of Adjustment meeting. The Chairman will open the Public Hearing for each case to hear presentations by the owner or authorized agent, the public, and City Staff respectively. After everyone has had the opportunity to speak, the Board of Adjustment will close or continue the Public Hearing to a later date. A concurring vote of at least four (4) members of the Board of Adjustment is necessary to grant a Variance.

PROPERTY OWNER NOTIFICATION LETTER

City of Peculiar, Missouri

Date: _____

Case No. _____

Dear Property Owner:

This is to notify you that an application has been submitted for consideration of a variance. The Board of Adjustment will hold a Public Hearing to consider the case on the property, date and time identified below.

Proposed variance description: _____

Applicant: _____

Location of Property: _____
(See attached Location Map)

BOARD OF ADJUSTMENT MEETING:

Date and Time of Public Hearing: _____, 20____, at _____ p.m.

Location of Public Hearing:

City Hall, 250 S. Main Street, Peculiar, Missouri

All interested persons are invited to attend and will have an opportunity to be heard at the Public Hearing. For more information, contact the City Planner at 816-779-2226.

Sincerely,

Clifford L. McDonald
City Planner

NOTICE OF PUBLIC HEARING

The City of Peculiar Board of Adjustment will hold a Public Hearing on Wednesday, Month, Day, 20XX at 7:00 p.m. The Hearing will be held at City Hall, 250 S. Main Street, Peculiar, Missouri, in the Council Chambers.

The purpose of the Public Hearing is to receive public comments concerning the matter of appeal or variance requested by xxxxx xxxxxxxx concerning property located at xxxxxxxx xxxxxxxxxx to permit the variance/use of xxxxxxxx xxxxxxxxxx.

Interested persons may attend and make known their comments. For further information contact Clifford McDonald, City Planner at 816-779-2226; Fax comments to 816-779-1004 or e-mail your requests to cmcdonald@cityofpeculiar.org