



CITY OF BRIDGETON ~ DEPARTMENT OF PUBLIC WORKS
12355 NATURAL BRIDGE ROAD, BRIDGETON, MO 63044
TEL. (314) 739-7665 FAX (314) 739-3456 WWW.BRIDGETONMO.COM

For office use only:
 Building Permit No. _____

BOA Petition No. _____

BOARD OF ADJUSTMENT APPLICATION FOR APPEAL OR VARIANCE

The Board of Adjustment is a local body consisting of volunteers appointed by the Mayor with the approval of the City Council. Its responsibility is to hear appeals and exceptions from decisions of the City of Bridgeton Department of Public Works and to consider requests for variances. A variance is an approved departure from the provisions of the zoning or building requirements for a specific parcel, without changing the Zoning Ordinance or Building Codes. A variance usually is granted only upon demonstration of hardship based on the peculiarity of the property in relation to other properties in the same zoning district.

I. APPLICANT INFORMATION

Property Address: _____ **Zoning District:** _____

Owner of Premises: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **E-mail:** _____

Applicant/Agent: _____
(If other than owner of premises)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **E-mail:** _____

II. REQUEST TYPE

I hereby appeal the decision of the City Engineer or other official contained in the document attached hereto, and:

Check (V)as applicable

- Allege there is an error in such decision.**
- Request a variance from the requirements of the ordinance upon which such decision is based.**

III. AUTHORIZATION/DECLARATION

I, _____, owner in fee or agent authorized to apply for this
(PRINT NAME)

variance or appeal, declare under penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief is true, correct, and complete.

Owner/Agent: _____ **Date:** _____
(SIGN NAME)

IV. SUBMITTAL REQUIREMENTS

1. Completed Application for Appeal or Variance;
2. Copy of decision or order, if any, on which the application is based;
3. A written statement of the principal points on which the application is being made shall include, but not be limited to, the following:
 - a. For appeals alleging an error in decision
 - i. Details of the specific error believed to have been made; and
 - ii. Citations of the specific reasons supporting such belief, including any references to ordinances, statutes, or court decisions.
 - b. For appeals for a variance
 - i. Citation of the applicable sections of the Building Code or Zoning Ordinance and detail the variation being sought;
 - ii. Demonstration that the conditions upon which the requested variation is based would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
 - iii. Demonstration that the conditions upon which the requested variation is based would not be applicable to other property within the same zoning classification;
 - iv. Demonstration that the alleged difficulty or hardship has not been created by any person acquiring or holding an interest in the property since the effective date of the Zoning Ordinance (March 18, 1970); and
 - v. Demonstration that the granting of the variation will not endanger the public safety or be detrimental to the public welfare or substantially injurious to other property or improvements in the neighborhood in which the property is located.
4. One “hard copy” set of any evidence to support the application including, but not limited to, architectural elevations, site plans, floor plans, photographs, and letters of support from adjacent property owners. Electronic versions of evidence in Adobe PDF, JPG, GIF, or Microsoft Office formats will be accepted in lieu of print copies.
5. Application fees as follows:
 - a. *Residential properties* - \$200.00 for the first variance or other BOA action and \$100.00 for each additional variance or other BOA action considered at the same public hearing.
 - b. *Non-residential properties* - \$350.00 for the first variance or other BOA action and \$100.00 for each additional variance or other BOA action considered at the same public hearing. Fees for non-residential properties shall apply to those applications involving home occupations.

***Note: Evidence shall be limited to letter, legal, or ledger size format.**

2019 BOARD OF ADJUSTMENT CALENDAR

<u>Filing Deadline (5:00 p.m.)</u>	<u>Meeting Date (7:00 p.m.)</u>
December 28, 2018	January 24, 2019
January 25	February 28
March 1	March 28
March 29	April 25
April 26	May 23
May 24	June 27
June 28	July 25
July 26	August 22
August 23	September 26
September 27	October 24
November 27	December 26
December 27	January 23, 2020

NOTE: Incomplete or late applications may be postponed to the next regular meeting of the Board.

For preliminary review of application materials or any related questions, please contact Zach Greatens at zgreatens@bridgetonmo.com or Sue Glazer at sglazer@bridgetonmo.com or call 314-739-7665.

YOU WILL BE ADVISED BY CERTIFIED MAIL OF THE DATE OF THE PUBLIC HEARING.

As required by State law, a public notice of your appeal or variance will be posted on the subject property prior to the Board of Adjustment hearing date. Do not remove or alter this sign in anyway.