



City of Webb City * PO Box 30 * 1060 North Madison * Webb City, Missouri 6487

Office of Public Works 417-673-6297 Fax - 417-673-6294

Received _____ Receipt # _____ Meeting Date _____

APPLICATION FOR VARIANCE
CITY OF WEBB CITY, MISSOURI

The undersigned do hereby apply for a Variance of the Building Codes and understand they are to comply with the application and ordinances of the City of Webb City.

Application and Submission Requirements:

- 1. An application for a hearing can be filed by any person aggrieved or by any officer, department, board, or bureau of the city affected by any decision of the Code Enforcement Officer.
2. The notice of appeal shall be filed within ten (10) days with the official from whom the appeal is taken and with the Board of Adjustments, specifying the grounds of the appeal.
3. Such notice of appeal shall be accompanied by a fee of \$50.00, plus the actual cost of the publication of legal notices.
4. The applicant, or applicant's agent or attorney, is required to attend the meetings of the Board of Adjustments and Appeals, when the application is scheduled for discussion. Lack of attendance may result in striking of the application.
5. Applicant must attach a plot plan showing all current and proposed structures located on the property in question in relation to lot lines with dimensions of the lot and structures and setbacks.

Property owner(s) _____

Mailing Address _____

City State & Zip _____ Phone # _____

Email address _____

Address of Subject Premises _____ Present Zoning _____

Legal Description _____

Reason for Requesting Variance _____

Signature of Property Owner/Applicant

Date

REVIEW PROCEDURES

The official from whom the appeal is taken shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken. An appeal stays all proceedings in furtherance of the actions appealed from, unless the official from whom the appeal is taken certifies to the Board of Adjustments after the notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause immediate peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Adjustments or by a court of record on application or notice to the official from whom the appeal is taken and on due cause shown.

The Board of Adjustments shall fix a time for the hearing of the appeal within thirty (30) days following receipt of same and give public notice thereof by publication in a local newspaper of general circulation in the city not less than five (5) nor more than fifteen (15) days prior to the date of said hearing. In addition, the building official shall post notice of said hearing and the reasons therefore by placing a sign on the subject premises.

The Board of Adjustments shall render decisions under this section only on appeals from an action of the building official. The board shall take action only when it has determined that a permit has been incorrectly issued or denied, or when it has determined that the Code has been incorrectly interpreted, or when the appellant proves undue and unnecessary hardship due to a provision or provisions herein contained as applied by the building official to a specific lot or tract. In case an unnecessary or undue hardship, due to peculiar characteristics of a specific lot or tract, is proven, the board may issue a variance signed by the Chairman, and setting out any conditions to be met. A copy of the variance shall be sent to the Code Enforcement Officer who shall issue a building permit setting out the terms of the variance.

In no case shall the Board of Adjustments issue a variance or an order permitting a use to be placed in a district in which it is not permitted in this Code, except on appeal of a decision by the Code Enforcement Officer or as permitted by Section 9-7(a)(2). In no case shall the board decide an appeal from an action of the City Council or Planning and Zoning Commission. The concurring vote of four (4) members of the board shall be necessary to effect a decision.

(DO NOT WRITE BELOW THIS LINE)

APPROVED _____

DENIED _____ Reason _____

Date

Chairman, Board of Adjustments and Appeals

Member

Member

Member

Member