



APPLICATION FOR VARIANCE

Received _____	Receipt # _____	Meeting Date _____
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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