



**City of Troy Building Department**

800 Cap Au Gris  
Troy, Missouri 63379  
[www.cityoftroymissouri.com](http://www.cityoftroymissouri.com)  
636-528-1254  
636-462-1613 fax

**Board of Adjustment  
Variance Application & Checklist**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

***Site Date Information***

Area of site: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Adjoining property zoning:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

***Contact Information***

**Applicant:**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Owner(s):**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Submit additional names on attached sheet.

***Variance Requested:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Zoning Article:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Variance Checklist:**

- Six (6) folded copies of a plat, survey, sketch, site plan submitted, drawn to scale showing the lot or lots included in the applications, showing all structures and improvements on site, north arrow, scale and date, name and signature of person preparing plat, giving all appropriate dimensions and building setbacks, and any other information necessary for review, prepared by a registered land surveyor or professional engineer.
  
- Attach location map
  
- Attach typed legal description
  
- \$100.00 application fee.
  
- The applicant is required to appear before the Board of Adjustment.

A request for a variance may be granted, upon a finding of the Board of Adjustment that all of the following conditions have been met:

1. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or applicant.
  
2. The granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.
  
3. The strict application of the provisions of the zoning regulations of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
  
4. The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare.
  
5. The granting of the variance desired will not be opposed to the general spirit and intent of the zoning regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Failure to provide all information will result in application being returned.

