



City of Troy Building Department

800 Cap Au Gris
Troy, Missouri 63379
www.cityoftroymissouri.com
636-528-1254

**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

- \$200.00 application fee. Pay all cost associated with the application, prior to the cost incurrence, including but not limited to the costs of providing notice, publication fees, and certified mailings. A separate filing fee shall be required for each request.

- It is recommended the applicant 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

