



**CITY OF STE.GENEVIEVE, MISSOURI**

165 S. Fourth Street  
Ste. Genevieve, MO 63670  
Phone (573) 883-5400 Fax (573) 883-8105

**Variance Application**

**FEE: \$100.00**  
**PAID:**

**DATE**  
**RECEIVED:**

PLEASE PRINT OR TYPE (BLACK INK ONLY)

**SECTION A.**

1. Street Address of Tract or Tracts:  
\_\_\_\_\_

2. Names and Addresses of All legal owners of tract(s).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Current Zoning Classification:

A (Agricultural) ___	I-1 (Light Industrial) ___
MH (Mobil Home Park) ____	I-2 (Heavy Industrial) ___
R-1 (Single Family Residential) ___	C-1 (General Commercial) ___
R-2 (General Residential) ___	C-2 (Central Business) ___
Special Use Permit ____	

4. Signatures of All persons listed in Item #2.

_____	_____
PRINTED OR TYPED NAME	SIGNATURE
_____	_____
PRINTED OR TYPED NAME	SIGNATURE

5. Contact for Application:

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

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

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

I state upon my oath that all the information contained in this application is true and correct:

\_\_\_\_\_  
Applicant's Signature                      Date



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**SECTION B.**

1. Legal description of tract(s) *(or attached deed of property)*

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2. Attach to this application a scaled plat of the tract(s), with all of the following information included:

- a: All boundary dimensions
- b: All adjoining streets and alleys.
- c: All present improvements.
- d: All intended improvements.
- e: All adjoining and cornering property lines and references to all owners listed in Section C.

**SECTION C:**

1. Names and addresses of all adjoining property owners. (Include land which corners on tract or which is across streets or alley-ways). (Use or attach additional pages if necessary)

With this application, the applicant must provide to the Planning and Zoning Administrator a stamped, plain business (legal-size) envelope addressed to each adjoining property owner.

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SECTION D.

1. State the use to which this tract will be put if the Variance is granted. Attach plans, pictures, and/or drawings.

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2. Is a transfer of the ownership of the tract dependent upon the granting of the Variance?  
YES  NO

3. Has there been a prior application for rezoning, special use permit or variance for this tract?

If so, give the date(s) and state the prior action(s) taken.

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SECTION E.

Appeals to the Board of Adjustment may be taken by any person aggrieved, by any neighborhood organization as defined in Section 32.105, RSMo representing such person, or by any officer, department, board or bureau of the municipality affected by any decision of the Administrative Officer. *Such appeal shall be filed with the Zoning Administrator by a Notice of Appeal specifying the grounds thereof.* Appeals and variances may be issued by the BoA for the following issues:



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#### **The Board of Adjustment has the power to**

- To hear and decide appeals where it is alleged there is an *error in any order, requirement, decision or determination* made by the Zoning Administrator in the enforcement of the zoning regulations and may affirm or reverse, in whole or part, said decision of the Zoning Administrator;
- To hear requests for variances from the literal provisions of the zoning ordinance in instances where strict enforcement of the zoning ordinance would cause undue hardship due to circumstances unique to the individual property under consideration and grant such variances only when it is demonstrated that such action will be in keeping with the spirit and intent of the provisions of the zoning ordinance. The Board of Adjustment shall not permit, as a variance, any use in a district that is not permitted under the ordinance. The Board of Adjustment may impose conditions in the granting of a variance to insure compliance and to protect adjacent property.
- To hold public hearings on and decide the following exceptions to or variations to the Zoning Ordinance:
  - a. To permit the extension of a district where the boundary line thereof divides a lot held in a single ownership at the time of adoption of the zoning ordinance.
  - b. Interpret the provisions of the zoning ordinance in such a way as to carry out the intent and purpose of the plan, as shown upon the Zoning District Map where the street layout on the ground varies from the street layout as shown on this map.
  - c. Permit reconstruction of a non-conforming building otherwise prohibited by Section 405.140 where such action would not constitute continuation of a monopoly.
  - d. Vary the yard regulations where there is an exceptional or unusual physical condition of a lot, not generally prevalent in the neighborhood, which condition when related to the yard regulations of the zoning ordinance would prevent a reasonable or sensible arrangement of building on the lot.
  - e. Vary the parking regulations by not more than fifty percent (50%) where it is conclusively shown that the specific use of a building would make unnecessary the parking spaces otherwise required by the zoning ordinance or where it can be conclusively shown that adequate off-street parking to serve a particular use has been provided by or is controlled by the municipality.
  - f. In exercising the above-mentioned powers, the Board of Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the Zoning Administrator. The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement, decision or determination of the Zoning Administrator or to decide in favor of the applicant on any matter upon which it is required to pass under the Zoning ordinance or to affect any variation in the ordinance.





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THIS SECTION TO BE COMPLETED BY THE PLANNING DEPT.

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

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

Date of Bd. Of Adjustment Meeting: \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date & Time** \_\_\_\_\_