



VARIANCE REQUEST APPLICATION

City of Jackson, Missouri

APPLICATION DATE: _____

PROPERTY LOCATION:

Street Address: _____

Other description of location if property not addressed: _____

CURRENT PROPERTY OWNERS (all legal property owners listed on the deed)

Names, Addresses & Phone #s: _____

PROPOSED PROPERTY OWNERS: (If tract is to be transferred):

Names & Addresses: _____

CURRENT ZONING: (circle)

- | | |
|---------------------------------------|-------------------------------|
| R-1 (Single-Family Residential) | C-1 (Local Commercial) |
| R-2 (Single-Family Residential) | C-2 (General Commercial) |
| R-3 (One- And Two-Family Residential) | C-3 (Central Business) |
| R-4 (General Residential) | C-3 (Central Business) |
| MH-1 (Mobile Home Park) | C-4 (Planned Commercial) |
| O-1 (Professional Office) | I-1 (Light Industrial) |
| | I-2 (Heavy Industrial) |
| | I-3 (Planned Industrial Park) |

CONTACT PERSON HANDLING THIS APPLICATION:

Contact's Name: _____

Contact's Mailing Address: _____

PRIOR VARIANCE HISTORY:

Have there been any prior applications for Board of Adjustment action for this property? If so, please include the date of previous application. YES NO Date: _____

Approved? . YES NO

Description of prior variance request: _____

Please submit this application along with \$50.00 non-refundable application fee to:

Janet Sanders
Building & Planning Superintendent
City of Jackson
101 Court Street
Jackson, MO 63755

573-243-2300 ext.29 (ph)
573-243-3322 (fax)
jsanders@jacksonmo.org



VARIANCE REQUEST PROCEDURES

City of Jackson, Missouri

A variance is a relief from some provision of the zoning code. Variances may be granted under certain conditions related to a hardship of the property. Please note that this does not include hardships related to the owner or to a financial consideration. Variance requests are heard by the Board of Adjustment, a five-person appointed Board, of which four positive votes are necessary to grant a variance.

1. Property owner obtains a variance application from Building & Planning Department or from the www.jacksonmo.org website.
2. Property owner submits a completed variance application with **\$50.00 non-refundable filing fee** to the Building & Planning Department no less than fourteen (14) days prior to the next scheduled meeting date of the Board of Adjustment. All legal owners of the property must sign the application and the application must be submitted with all original signatures.
3. The application will be reviewed by City staff to ensure that all necessary information has been provided and a letter will be sent to the applicant informing them of the date and time of the meeting at which a public hearing will be held on their request.
4. A notice will be placed in the Cash-Book Journal or other local newspaper, and letters will be sent to owners of all property within 185' of the property on which the variance is requested, stating the requested variance and the date and time of the public hearing.
5. The Building & Planning Superintendent will present the application and all other pertinent information to the Board of Adjustment prior to their next scheduled meeting. **Meetings are typically held at 4 p.m. on the fourth Thursday of the month.**
6. During the public hearing portion of the meeting, the owner or his representative will be given an opportunity to speak before the board in support of their request. All other interested parties present will also be given an opportunity to speak in favor of, or in opposition to the request. The board will take all testimony into consideration when making their decision.
7. At the meeting, the board will then discuss the request, and may take action or table the request pending any further information or discussion they deem necessary.

Tips for Presenting Your Case

Clearly describe, in your own words, why you are requesting a variance and what condition of your property causes you to need a variance. For example, "I have an older vacant lot that is 8,000 square feet in area. For me to construct a new home on this lot, city regulations state that the front of the building must be 30'-40' from the front lot line. There is a large storm sewer pipe running through my property 35' from the front lot line that cannot be moved. I would like the Board of Adjustment to grant a 15' variance so that I may locate my house behind this pipe. My house will be a small enough house to meet all other setback requirements, but without a variance from the front setback requirement, I am unable to build any house at all on this property."

In your application and at the hearing you must show that the hardship for which the variance is being requested is a unique condition of the property, that no beneficial use of the property is available without this variance, and that no other alternatives are feasible without the variance. Please note that self-created hardships or conditions of owners or tenants (financial considerations, health reasons, construction that was done without a permit, etc.) may not be considered by the Board as conditions of

the property. The fact that it is easier or cheaper to develop your property, or that you will not be able to build additional structures or larger structures without the variance is not usually proof of hardship. Each case will be examined by the Board based on its own merit and must be found to meet their Criteria for Granting Variances guide sheet before a variance can be granted.

Any plans, maps, charts, photographs, correspondence, petitions, drawings, or other information that support your case will be helpful and should be attached to the application and submitted with your application and/or brought to the hearing and presented to the Board.

Since the final ruling of the Board can only be appealed to the Circuit Court of Cape Girardeau County, it is in the applicant's best interest to present all the facts important to his/her request at the hearing. It is highly recommended that the applicant and/or his/her personal representative attend the hearing to present their case in person and to answer any questions that may arise.

If you have any questions about any part of this process, please contact:

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Building & Planning Superintendent
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Email: jsanders@jacksonmo.org