



Subdivision Case No. _____
Application Date _____
Application Fee: \$300.00 + any additional fees
to the City of Willard

CITY OF WILLARD, MO
APPLICATION FOR SUBDIVISION VARIANCE

We, the undersigned, request that the City of Willard, Missouri Board of Aldermen approve a variance from the application of the requirements of the subdivision provisions of the *Willard Land Development Regulations* as requested in this application for the property described below. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all advertising and mail notification costs for the public hearing as required by the *Willard Land Development Regulations*. The City of Willard is authorized to prepare and publish all required legal advertising, additional copy charges and mail notifications, the cost of which is to be billed to the name listed below for payment.

Legal Description of Property (attach additional sheet if needed):

Subdivision Name _____

The variance is requested for a: Major Subdivision _____ Minor Subdivision _____

Present Zoning Classification _____

Section of the *Land Development Regulations* for which a variance is requested:

Section of the *Design Standards for Public Improvements* for which a variance is requested (if applicable): _____

Description of the variance requested (attach additional sheet if necessary) _____

Property Owner's Name(s): _____

If Corporation, Corporate Official and Seal: _____

Mailing Address: _____

Telephone Number: _____ Fax Number _____

PROPERTY OWNER'S SIGNATURE:

(If corporation, signature of official)

Applicant's Name (if different than property owner): _____

If Corporation, Corporate Official and Seal: _____

Mailing Address: _____

Telephone Number: _____ Fax Number _____

APPLICANT'S SIGNATURE: (If different than property owner):

(If corporation, signature of official)

BILL ADVERTISING AND NOTIFICATION COSTS TO:

Name _____

Address _____ Telephone _____

Answer the following questions in writing on an attached sheet(s).

1. List the specific provisions of the *Land Development Regulations* and/or the *Design Standards for Public Improvements* which prevent the proposed construction on or use of the property.
2. List the special conditions or characteristics of the land that prevent compliance with the requirements of the *Land Development Regulations* and/or the *Design Standards for Public Improvements*.
3. List the particular hardship which would result if the specified provisions of the *Land Development Regulations* and/or the *Design Standards for Public Improvements* were applied to this property.
4. Indicate the extent to which it would be necessary to vary the requirements or provisions of the *Land Development Regulations* and/or the *Design Standards for Public Improvements* in order to permit the proposed construction on or use of the property.
5. Explain how the requested variance conforms to each of the following standards set forth in Article III, Section 400.240, of the *Land Development Regulations*, for grant of a variance:
 - A. There are special and unusual circumstances or conditions affecting said property such that the strict application of the regulations from which the variance is requested would deprive the owner of reasonable use of said property and is not the mere grant of a privilege.
 - B. The variance is necessary for the preservation and enjoyment of a substantial property right of the owner.
 - C. The granting of the variance would not be detrimental to the public safety, convenience or welfare or be injurious to other property in the vicinity.
 - D. The granting of the variance would not be in conflict with the intent of the subdivision and platting provisions of the *Land Development Regulations*.

**CHECKLIST
SUBDIVISION VARIANCE
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a complete subdivision variance application. The application must be complete and all items on the checklist must accompany the application before it will be forwarded to the Planning and Zoning Commission. Applications for variance for a minor subdivision may be submitted with the Final Plat; variance applications for major subdivisions may be submitted with the Preliminary Plat. Applications must be submitted no later than 4:00 p.m. to the Willard City Hall, 15 working days prior to date at which a hearing before the Commission is requested. Please contact the City Clerk at the telephone number below for meeting dates.

APPLICATION FORM:	
	Include legal description of the land involved in the variance request. Attach the legal description on a separate sheet if necessary.
	List present zoning classification of the land or property involved.
	List name of the proposed subdivision and whether it is a minor or major subdivision.
	Indicate specific section of the <i>Land Development Regulations</i> for which the variance is requested.
	If applicable, indicate the specific section of the <i>Design Standards for Public Improvements</i> for which the variance is requested.
	Describe the variance that is requested.
	Answer Questions 1 – 5 on the application form.
	List current property owner's name, address, and telephone number. If a corporation, list the corporate official and include the corporate seal.
	Property owner, or if applicable, a corporate official must sign the application.
	If the applicant is different than the property owner, list the applicant's name, address and telephone number. The applicant must sign the application.
APPLICATION FEE:	
	Include the \$300.00 application fee. Applicant will be billed for advertising and notification costs for public hearing.
PROPERTY OWNERS NOTIFICATION:	
	Provide a list of property owners' names and addresses within 185 feet of the subject property that has been compiled from the records of the Greene County Assessor's Office or prepared by a title company authorized to issue title policies in the State of Missouri.
	Provide an addressed, stamped (not metered) business envelope for every property owner listed on the property owners' list.
PLANS AND PLATS:	
	If requesting a variance for a minor subdivision, submit variance application with the Final Plat. If a major subdivision, submit the variance application with the Preliminary Plat.
Note: The Planning and Zoning Commission shall not take final action on any case when the applicant or applicant's agent does not appear at the public hearing before the Commission to provide evidence regarding the applicant's request for the variance.	

Submit Applications To:
Willard City Hall
224 W. Jackson, PO Box 187
Willard, MO 65781
(417) 742-3033

For mail delivery, use the post office box address.
For hand delivery or parcel delivery, use the street address