



City of Willard

Zoning Case No. _____
Application Date _____
Application Fee: \$300.00 +additional costs to the City.
Recording Fee _____
Publication Fee _____

APPLICATION FOR ZONING VARIANCE

We, the undersigned, request that the City of Willard, Missouri Board of Adjustment approve a variance from the application of the requirements of the zoning 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, 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):

Street Address or Other Common Description _____

Present Zoning Classification _____

Current Use of Property _____

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 LEGAL ADVERTISING AND MAIL NOTIFICATION COSTS TO:

Name _____

Address _____ Telephone _____

Section of the Regulations for which a variance is requested _____

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

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

1. List the specific provisions or requirements of the *Land Development Regulations* which prevent the proposed construction on, or use of, the property.
2. List the special conditions, circumstances or characteristics of this land, building or structure that prevent compliance with the requirements of the *Land Development Regulations*.
3. List the particular hardship which would result if the specified provisions or requirements of the *Land Development Regulations* 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* 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, Part 3 Appeals and Variances Section 400.200, of the *Land Development Regulations*, for grant of a variance:
 - A. The particular physical surroundings, shape, or topographical condition of the specific property involved would result in undue hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out;
 - B. The conditions of which the applicant complains is one suffered by the applicant, and would not be applicable to other property in the same zoning classification;
 - C. The property in question cannot yield a reasonable return or the applicant cannot make reasonable use of his property if strict compliance with the regulations is required;
 - D. The hardship relates to the applicant's land, rather than personal circumstances;

- E. The alleged hardship has not been created by any person presently having an interest in the property;
 - F. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the area in which the property is located;
 - G. The variance will not nullify the intent and purpose of the *City of Willard Land Development Regulations and the Willard Comprehensive Plan*.
6. Attach a plot plan that shows dimensions of the lot to be built upon or used; dimensions of the building or structure and location on the lot; and any other information that may be necessary to determine the nature of the variance requested.

**APPLICATION CHECKLIST
ZONING VARIANCE
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a complete zoning variance application. This application must be complete and all items listed on the attached application checklist must accompany the application before the application will be forwarded to the Board of Adjustment. The application must be submitted no later than 4:00 p.m. to the Willard City Hall, 30 working days prior to date at which a hearing before the Board of Adjustment is requested. Please contact the City Clerk at the telephone number below for hearing date before the Board.

APPLICATION FORM:	
	Include the legal description of the land involved in the variance request. Attach the legal description on a separate sheet if necessary.
	List the street address or other common description of the land or property involved.
	List the present zoning classification of the land or property involved.
	Describe the current use of the property.
	Indicate the specific section of the Land Development Regulations for which the variance is requested.
	Describe the variance that is requested.
	Provide an answer to Questions 1 – 5 on the application form.
	Attach a plot plan to the application that shows the dimensions of the lot to be built upon or used, the dimensions and location of the building on the lot, and any other information necessary to help determine the nature of the variance requested.
	List the 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 also responsible for advertising and notification costs for public hearing.
PROPERTY OWNERS NOTIFICATION:	
	Submit a list of property owners' names and addresses within 185 feet of the property for which the variance is requested, which 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.
Note: The Board of Adjustment shall not take final action on any case when the applicant or the applicant's agent does not appear at the public hearing before the Board to provide evidence regarding the applicant's variance request.	

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