



APPLICATION TO THE BOARD OF ZONING ADJUSTMENT
 15th Floor, City Hall; Kansas City, Missouri 64106-2795
Phone: (816) 513-2846 | Facsimile: (816) 513-2838 | www.kcmo.org

Date Stamp _____

For Office Use Only: Case Number: _____	BZA Date: _____
Receipt Number: _____	KIVA Number: <u>BBZA</u>
Staff Planner: _____	Filing Fee: \$ _____

1. Applicant Information:

Applicant's Name _____ Company _____
 Street Address _____ City/State _____ Zip _____
 Telephone () _____ Fax () _____ E-mail _____

Agent's Name _____ Company _____
 Street Address _____ City/ State _____ Zip _____
 Telephone () _____ Fax () _____ E-mail _____

→ **All correspondence on this application should be sent to (check ONE):** Applicant Agent (if any)

Name of property owner (if not applicant): _____

2. Description of Property:

Street address or general location of property: _____

Land Area (in square feet or acres): _____ → Please attach a legal description of the property

Current use of property: _____

How long has property owner owned the property?: _____

3. Request: This is a request for (mark appropriate box or boxes).

- 1) Permitted use requiring Board of Zoning Adjustment approval; → **FEE: \$375**
 - Church or School (80-41) Auxiliary Parking Lot (80-446) Sign in a Residential Zoning District (80-42)
- 2) Physical variance → **FEE: For one and two-family residential properties & all accessory uses: \$250; ALL other uses: \$500**
 A Zoning Determination must accompany this application.
 - a.) type of variance (setback, height, parking, bulk, etc.) _____
 - b.) amount of variance _____

DESCRIBE the "practical difficulty" requiring you to appear before the Board; i.e. why you cannot comply with Zoning Ordinance requirement; attach a separate sheet if necessary _____

- 3) Appeal the decision to issue/not to issue a Certificate of Legal Nonconformance (must be filed within fifteen (15) days of the decision) (80-230) → **FEE: \$500**
- 4) Appeal the decision that the property is/is not in violation of the Zoning Ordinance (must be filed within fifteen (15) days of the date of notice of violation) (80-300; 80-310) → **FEE: \$500**
- 5) Conditional Use Permits (80-211) (80-212) (80-213) (must meet requirements of Zoning Ordinance; no variances may be requested) to allow (specify) _____
 → **FEES: 80-211 Signs: \$325**
 80-212 Uses: Carnivals, circuses, fiestas & street fairs: **\$450**; check-cashing or title loan establishments, children's group home facility, day labor establishments, gun clubs, miniature cars and trains, demolition debris landfills and riding stables and tracks: **\$800**; halfway houses, open face quarries, sand or gravel pits, refuse dumps: **\$1,450**; commercial and trade schools: **\$375**
 80-213 Uses: Group homes: **\$575**; penal or detention centers, solid waste separation facilities and transfer stations, underground mines and quarries: **\$1,450**; all other uses **\$825**.
- 6) Group Housing Project (80-260) → **FEE: \$575**
- 7) Fences and Walls – Special Exception (27-11) → **FEE: \$168**
- 8) Stay of Enforcement → **FEE: \$400**
- 9) Other (specify) → **FEE: \$375** _____ (Over→)

4. Notice to Applicant:

- A. Please make every effort to keep your presentation to fifteen (15) minutes or less.
- B. It is recommended the applicant meet with adjoining property owners and neighborhood groups prior to the hearing date. Failure to do so may be cause for a continuance.
- C. No request for continuance of a hearing, either legally advertised or set for a special day by the Board, shall be granted by the Board unless written notification of such a request is filed in the office of the Board the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the Board shall not be deemed to grant a continuance until such time as acted upon by the Board.
- D. For any request for continuance by the applicant, a fee of **\$125** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.
- E. The owner of record of the real property which is the subject matter of the application before the Board of Zoning Adjustment **MUST** appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit.
- F. This application constitutes the consent of the property owner in authorizing the staff to go on the premises for the purposes of photographing or otherwise documenting the property which is the subject of the appeal.**
- G. Any person with a disability desiring reasonable accommodation to participate at this hearing may contact Michele Ohmes, 17th Floor, City Hall, 513-2533 or 1-800-735-2966 (Missouri Relay for persons who are hard of hearing) at least 24 hours prior to the hearing.
- H. Should you have any questions regarding this application, please contact the City Planning and Development Department staff at (816) 513-2846 for assistance.

5. The Application Shall Include The Following:

All applications to the Board of Zoning Adjustment must include the following on the date of submission. The case will not be placed on a docket until all information is received and complete.

- Completed application form with legal description, property owner, and signature. (Submit original application, plus two copies)
- Appropriate fee payable to City Treasurer.
- Zoning Determination: An application will not be scheduled for a meeting without a zoning determination. A zoning determination is not required for conditional use permits. Submit a copy of the site plan to 5th Floor, City Hall. Please allow up to five (5) days to obtain a zoning determination.
- In cases of appeal, submit Notice of Violation, or written determination (including denial of Certificate of Legal Nonconformance). A zoning determination is not required for appeals, unless a variance is also requested.
- Affidavit signed by the property owner. An affidavit is not required if the property owner, or an attorney representing the property owner, will be in attendance at the hearing.
- Twelve (12) copies of a site plan, drawn to scale with property lines, north arrow, locations of buildings, setback dimensions, parking, screening or landscaping of parking lots, signage (including elevations), ingress/egress, etc.
 - All site plans must be sealed or certified by an architect, engineer or surveyor (one and two-family residential properties excluded) and include plan information as applicable to the development and to the request.
 - Requests for height variances and special exceptions to fences and walls must include an elevation drawing.
 - Provide an 8.5 X 11 inch copy of the site plan and if applicable, an elevation drawing.
 - Site plans must be FOLDED to a size no larger than 8.5 x 14 inches. Multiple pages must be collated.
 - Site plans are not required for appeals where no variances are requested.
- For a conditional use permit to allow a halfway house, include a letter addressing the requirements of the ordinance.

6. Signature of Applicant:

Printed Name _____ Signature _____ Date _____

LOCATION OR BZA CASE NO. _____

STATE OF _____)

COUNTY OF _____)

The undersigned, having been duly sworn and under oath, hereby states that the undersigned is the owner of the land which is the subject of the case referenced above, that the undersigned has authorized * _____ as agent for the purposes of this case and that any representations made by agent to the Board of Zoning Adjustment may be relied upon and that agent has full authority to bind the undersigned to any conditions of approval including but not limited to time limits for performance, dedication of right-of-way, submission of a plat pursuant to Chapter 66, Code of General Ordinances, submission of a drainage plan, construction of public improvements or modification of site plan.

(Corporate Seal**)

Signature of Property Owner

Typed or Printed Name

ATTEST:

Title

Corporate Secretary
(If no seal)

Name of Company or Organization
(If Applicable)

Subscribed and sworn to before me a notary public on this _____ day of _____, 20 _____.

Notary Public

My Commission expires: _____

* Note: Designated agent must be an individual, not a company or firm.

** If Corporate Seal not available, must have signature of both the Corporate President and the Corporate Secretary.