



BOARD OF ADJUSTMENT APPEAL APPLICATION

Date: _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Phone: __ (____) _____

State, Zip: _____

OWNER INFORMATION:

Name: _____

Address: _____

Phone: __ (____) _____

State, Zip: _____

SITE ADDRESS: _____

REASON FOR APPEAL: _____

I understand I must provide all necessary plans and pay all fees (except publication) three (3) weeks prior to the next Board of Adjustments Meeting, which will be held on: _____ . I also understand if the above is not submitted to the Public Works Office within three (3) weeks prior to the next Board of Adjustments Meeting, my Appeal will not be presented to the Board of Adjustments and all fees paid are forfeited.

SIGNATURE OF APPLICANT

**PROCEDURES
FOR APPEALING TO
THE BOARD OF ADJUSTMENT**

1. **An application for a Building Permit must be received by the Public Works Department along with plans. The application must be denied before an appeal can be made to the Board of Adjustment.**

2. **An application for appeal to the Board of Adjustment must be filled out, letter of denial submitted, 10 copies of plans and \$350.00 for fee's (\$200.00 to prepare Appeal to Board of Adjustment, \$100.00 Filing Fee and \$50.00 for Notice sent to every Resident within 185' radius) and submitted to the Secretary. Publication fees to St. Louis Post-Dispatch and The Countian, for the publication of the Notice of Public Hearings will be paid at a later date and prior to hearing.**

****NOTE: All of the above must be submitted to the Secretary three (3) weeks prior to the Board of Adjustment Meeting. Failure to submit the above to the Secretary will result in the appeal not being presented to the Board of Adjustment and all fees paid will be forfeited.**

**Debra Irvin
Building Commissioner**

BOARD OF ADJUSTMENT

FEES PAID BY APPLICANT:

Publication Fees to The Countian:

Date Submitted

Date Paid

Amount Paid

Publication Fees to St. Louis Post-Dispatch:

Date Submitted

Date Paid

Amount Paid

Fee for letter to neighbors within 185' radius:

Date Paid

\$30.00
Amount Paid

Filing Fee:

Date Paid

\$15.00
Amount Paid

Appeal to the Board Fee:

Date Paid

\$85.00
Amount Paid

FOR OFFICE USE ONLY

Copy of the check and the receipt are attached for Secretary's use.