

**APPLICATION FOR RELIEF TO
BOARD OF ADJUSTMENTS
OF THE CITY OF SIKESTON, MISSOURI**

To Be Completed by Applicant

Applicant Name(s): _____

Address: _____

Phone Number: _____

Attachments Needed:

- *Scaled plot plan of property showing significant structural and landscaped objects. Ensure that all property lines and distances are noted.* _____ (Check when complete)
- *Letter of request, stating the reason for request, including hardship and purpose, type and size of structure, and amount of variance needed.* _____ (Check when complete)
- *Flood Plain Elevation Certificate* _____ (Check when complete)

Application Fees, Legal Notice Fees, and Mailing Fees are the responsibility of the applicant, and are billed separate. Fees are due prior to meeting date.

I/We apply to the Board of Adjustments for relief in the following manner:

For a Variance:

1. *Address of Property:*

2. *Legal Description of Property:*

3. *Property Owner:*

4. *Type of Variance (flood plain, side yard, front yard, etc.):*

5. *How Much of a variance (feet/inches)?*

6. *What Variance is for:*

7. *Type, Size of Shed, Utilities to be used, and what shed is to be placed on (if applicable):*

8. *Flood Plain Elevation Certificate (For Flood Plain Variance):*

9. *Hardship or Practical Difficulty:*

(Print Name)

Applicant's Signature

Decision of the Director of Public Works/Code Officer: (Why sending to board?) _____

Code Officer's Signature

Director of Community Development Signature

Memo From: We require a Plot Plan, which indicates the size of the structure or structures, its placement on the lot regarding setbacks, easements, rights-of-way, etc. We will not accept freehand descriptions....
Planning Coordinator
Dated May 15, 2012

Site Plan Required: Each application shall, whether within the flood zone or not, require the submission of an accompanying site plan. The site plan shall include, as a minimum, the following information as applicable:

1. The site plan shall be drawn at a scale.
2. The site plan shall delineate the property lines of the proposed project and shall indicate the zoning and present use of abutting properties.
3. The site plan shall delineate to scale existing rights-of-way and easements.
4. The site plan shall delineate the general locations and width of all adjoining streets and public rights-of-way, such as alleys, pedestrian ways and easements.
5. The site plan shall delineate the proposed building layout with the front, side and rear building setbacks.
6. The site plan shall delineate the Flood Plain Elevation if applicable of the property, existing building(s) floor line elevation and proposed building(s) floor line elevation
7. The site plan shall characterize the proposed usage of the building.
8. The site plan shall delineate the required location and number of parking spaces if required for the use proposed.
9. The site plan shall delineate all points of access and egress.
10. The site plan shall delineate the gross floor area of the building or structure.
11. The site plan shall indicate the nature of signage.
12. The site plan shall set forth any other information necessary for determination of the suitability of the proposed use for the site.
13. The site plan shall show that the measurements from the building to surrounding structures and property lines comply with this ordinance.

All applications for structures to be constructed, located, extended, converted, or altered within flood zone areas shall include evidence of elevation in relation to mean sea level, of the lowest floor (including basement) of all structures and of adjacent grades.

415.020: Building Line. Means a line on a plat between which line and the street, alley or lot line no building or structure may be erected.

415.020: Easement. means a specific area of land over which a liberty, privilege, or advantage is granted by the owner to the public, a corporation, or some particular persons or part of the public for specific uses and purposes, and which is designated a public or private easement, depending on the nature for the user.

415.020: Public walkway. Means a right of way dedicated for the purpose of a pedestrian access through residential areas, and located so as to connect to two or more streets, or a street and a public land parcel.

415.020: Variance. means a modification of the strict terms of the relevant regulations where such modification will not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the regulations would result in unnecessary and undo hardship.

405.080: Certificate of Occupancy-Use change for existing building: The use or occupancy of any building already erected at the time of the passage of these regulations shall not be changed unless and until a certificate of occupancy has been obtained from the building inspector.

405.100 A,B, & C: Permit Application - Plat and Plans: All applications for a building permit shall be accompanied by a plat in duplicate, drawn to scale, showing the actual dimensions of the lot to be built upon, the size of the building to be erected and such other information as may be necessary to provide for the enforcement of these regulations. Additionally, a properly sealed set of plans shall be submitted for those structures that meet the criteria outlined in Chapter 327, Missouri Revised Statutes, as amended. A careful record of such applications, plats and plans shall be kept in the office of the building inspector. No yard, court or other open space provided about any building for the purpose of complying with the provisions of these regulations shall again be used as a yard, court or other open space for another building.