

APPLICATION PROCEDURES  
FOR  
VARIANCE REQUESTS

A request for a variance may be granted only on appeals from an action of the Zoning Inspector. The Board shall take action only when it has determined that the permit has been incorrectly issued or denied, or when it has been determined that Chapter 400-Zoning Regulations has been incorrectly interpreted, or when the appellant proves undue and unnecessary hardship due to a provision or provisions herein contained as applied to a specific lot or tract. The variance requested will not be opposed to the general spirit and intent of the zoning regulations nor adversely affect the public safety or general welfare.

To be considered for a variance the applicant(s) needs to provide the following:

1. Complete, concise legal description of the area in question.
2. Application completed and signed by the property owner. An application is attached; additional applications are available in the City Clerk's office.
3. Plot plan for the area described in #1 above showing existing buildings, proposed buildings, distances from property lines, etc. (may be hand drawn by applicant).
4. Location sketch, or plat of the land, showing adjoining and abutting tracts and the owners of those tracts. Must include all property owners within 185 feet.
5. Letter describing the request and any past and present issues related to the request. The letter should be concise, legible and addressed to the Board of Adjustment.
6. A list of owners of record title of the subject property and of all property within 185 feet of the boundaries of the subject property with current mailing addresses of such owners as set forth in the land records of Jasper County, Missouri. Information may be obtained from City Hall.
7. Filing fee for Board of Adjustment case review is Two hundred (\$200.00) Dollars (non-refundable).
8. Applications must be filed with the City Clerk.
9. Failure to provide the above information may result in the application being delayed.
10. Application materials may be mailed to:

City of Oronogo  
653 E. Central  
Oronogo, MO 64855  
Phone: 417-673-4541 Fax: 417-673-3246

**REVIEW AND HEARING PROCEDURES:**

**REVIEW:** In reviewing any application for variance, the Board of Adjustment shall identify and evaluate all factors relevant to the application, hold a public hearing thereon and consider additional testimony of those supporting or opposing the request. The Board then acts upon the request.

**HEARING:** See attached City Code Section 400.140 for variance request hearing process.

APPLICATION FOR VARIANCE REQUEST  
CITY OF ORONOGO, MISSOURI

\*\*\*Before completing this application, please read the attached information thoroughly.\*\*\*

1. Name of Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
(List all owners of the property. If corporation or partnership, list names, addresses and telephone number of principal officers or partners)
2. Variance for/from: \_\_\_\_\_
3. Location of property for which variance is requested:  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you have a specific use proposed for this property?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain all uses: \_\_\_\_\_  
\_\_\_\_\_
5. Area or size of property in square feet or acres: \_\_\_\_\_
6. Present use of property (describe all present improvements): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Have you applied for a variance for this property previously? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, when? \_\_\_\_\_
8. Why, in your opinion, is your current situation, or the existing size/extent of the use not acceptable.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Is there any particular hardship related to you or your property of which the Board should be aware?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. List special circumstances which are peculiar to the land structure or building in question and do not generally apply to the neighboring lands, structures or buildings in the same district or vicinity.

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11. List reasons why strict application of the provisions of the zoning ordinance would deprive you of reasonable use of the land, structure or building in a manner equivalent to the use permitted to be made by other owners of neighboring lands, structures or buildings in the same district.

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12. This application must be signed by the property owner.

Date of application: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

**FOR OFFICE USE ONLY:**

Date application received: \_\_\_\_\_ Application Fee Received \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Recommendation of the Board of Adjustment \_\_\_\_\_

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Date: \_\_\_\_\_