

**CITY OF FENTON**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
625 New Smizer Mill Road  
Fenton, MO 63026  
(636) 349-8110

**VARIANCE/APPEAL OF ORDINANCE APPLICATION CHECKLIST**

A **complete** application for Variance/Appeal of Ordinance must be received by the Community Development Department no less than thirty (30) days prior to the next Board of Adjustment Meeting in order to be placed on the agenda for consideration. ***Partial or incomplete applications will not be accepted.***

Please review the checklist below to verify that your application is complete before submitting materials to the Community Development Department. *Please check-off below that all items are included in your submittal, and sign at the bottom.*

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**REQUIRED DOCUMENTS FOR A COMPLETE VARIANCE/APPEAL APPLICATION:**

- One (1) Petition for Variance/Appeal of Ordinance: All blanks completed, application signed and notarized.
- One (1) legal property description. See item D on attached petition form.
- One (1) letter of property owner consent (if you are not the owner), or proof of ownership-under-contract.
- State the Variance/Appeal of Ordinance being requested. See item E on attached Petition form.
- One (1) Justification statement. See item F on attached Petition form.
- One (1) check for \$300 fee payable to 'City of Fenton'
- Twenty-five (25) full-sized copies of all items/plans, plus one 11"x17" or 8½"x11" copy of items/plans if full-sized documentation is larger than 11"x17".

***NOTE: A pre-application conference with the Community Development Director is encouraged.***

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I/we (Petitioner) \_\_\_\_\_ do submit the attached application for a Variance/Appeal of Ordinance for (project name) \_\_\_\_\_ at (address) \_\_\_\_\_ and verify that all of the required documents are attached herewith. I understand that in order for my case to be placed on the agenda, all required materials must be received within 30 days of the next scheduled public hearing meeting. *If the application and materials are incomplete or are returned for corrections by the Community Development Director, placement of my case on an agenda will be delayed until such time as all required materials are received within the 30-day requirement.*

Signed: \_\_\_\_\_

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

**City of Fenton**  
**Community Development Department**  
625 New Smizer Mill Road  
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**PETITION FOR VARIANCE/APPEAL OF ORDINANCE**

DATE: \_\_\_\_\_

PETITION NO.: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

FEE: \_\_\_\_\_

**TO THE BOARD OF ADJUSTMENT OF THE CITY OF FENTON**

Now comes \_\_\_\_\_ and state(s) to the Board of Adjustment that he/she/they have the legal interest in property in the City of Fenton, St. Louis County, State of Missouri, which would be affected by the variance/appeal of ordinance requested by this petition.

The following information is required to complete this application:

A. Address of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(separate letter may be attached)*

B. Describe your legal interest in the property or state the name of the person or firm you are representing: \_\_\_\_\_

C. Property Owner Name: \_\_\_\_\_  
*(if Petitioner is not the owner, a letter of legal consent from the property owner is required)*

D. Legal description of property; attach if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. State Variance/Appeal of Ordinance Requested: \_\_\_\_\_  
\_\_\_\_\_

F. Applicant's "Justification Statement": Identify the hardship that validates why a variance/appeal of ordinance is need and applicant's opinion as to the affect of use on surrounding properties. *(May be attached as separate document).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. The petitioner(s) further state(s) that the property described is:

A. Presently zoned: \_\_\_\_\_

B. Presently used for: \_\_\_\_\_

H. Returned signed and notarized application, fee, and 25 full-sized sets of any plans to the Community Development Department. Please include one 8½"x11" or 11"x17" size plan if full-sized documentation is larger than 11"x17".

I (we) hereby certify that I (we) have a legal interest in the described property or I (we) am (are) the duly appointed representative(s) of the petitioner and that all information given herein is true and a statement of fact. As owner(s) or petitioner(s), I (we) will comply with all requirements and conditions set forth by the City of Fenton's Board of Adjustment.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Petitioner's Signature)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL:

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_, 20\_\_

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**REMINDER:** Applications, all attachments, and fee must be received by the Community Development Department at least **thirty (30) days prior to the next Board of Adjustment Meeting** in order to be placed on the agenda for consideration.

# IMPORTANT NOTICE

## Petitions for Public Hearing

- The Board of Adjustment holds a public hearing on the third Tuesday of every month, 7:00 p.m., at the City of Fenton City Hall, 625 New Smizer Mill Road.
- Prior to the public hearing, the City must have your completed application and other documents delivered to the Community Development Department thirty (30) days in advance of the Board of Adjustment's next meeting date to post the required public notice. Staff will determine whether the petition will be on the Board of Adjustment agenda for the following meeting.
- Your attendance at the Board of Adjustment meeting is mandatory. Failure to appear will result in a recommendation to table or deny your request.

**If you have any questions, please do not hesitate to call the Community Development Department at (636) 349-8110.**