

**VARIANCE APPLICATION**  
CITY OF DARDENNE PRAIRIE, MISSOURI  
[www.DardennePrairie.org](http://www.DardennePrairie.org)

For use in applying for a hearing before the Board of Adjustment empowered to:

- a. Hear and decide appeals where it is alleged there is an error in any order, requirements, decision, or determination made by an administrative official in the enforcement of any adopted ordinance pertaining to zoning matters.
- b. Hear and decide all matters referred to it or upon which it is required to pass under any ordinance.
- c. Pass upon appeals where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of such ordinance, to vary or modify the application of any such regulation or provisions of such ordinance relating to the construction or alteration of buildings or structures or the use of land so that the spirit of the ordinance shall be observed, public safety and welfare secured and substantial justice done.

Fee: There is an application fee for processing a variance, which covers the publishing of a public notice for the hearing, recording the hearing and processing the application. A copy of the City's Fee Schedule is kept on file with the Dardenne Prairie City Clerk.

LEGAL DESCRIPTION: (Attach deed or other document containing the legal description of the tract of land, if applicable, or enter the subdivision name and lot number below.)

\_\_\_\_\_

MAP: (Attach a scaled map showing the property's location and boundaries, if applicable.)

\_\_\_\_\_ Application fee of \$\_\_\_\_\_ is provided.

\_\_\_\_\_ Fifteen (15) folded copies of the Plan(s) are provided.

\_\_\_\_\_ Legal description (hard copy and electronic media) is provided. Electronic files may be sent via email to the City Engineer ([engineer@dardenneprairie.org](mailto:engineer@dardenneprairie.org)).

\_\_\_\_\_ A list of property owners with property within 185 feet and their addresses (hard copy and electronic media) is provided. Electronic files may be sent via email to the City Engineer ([engineer@dardenneprairie.org](mailto:engineer@dardenneprairie.org)).

\_\_\_\_\_ The applicant is required to appear before the Board of Adjustment.

PRESENT ZONING: \_\_\_\_\_

VARIANCE REQUESTED: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

JUSTIFICATION FOR VARIANCE REQUESTED: \_\_\_\_\_

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Names and addresses of every landowner and resident adjoining your property, across the street from your property and cater-cornered from your property (attach additional as required):

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\_\_\_\_\_  
OWNER (Individual or Company)

\_\_\_\_\_  
APPLICANT (Individual or Company)

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone                      Facsimile

\_\_\_\_\_  
Telephone                      Facsimile

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and any additional data attached hereto is true, complete, and accurate.**