



## Application for Appeal Checklist

- \_\_\_\_\_ 1. In coordination with the Community Development Director, review procedures and requirements for desired appeal. (Review entire check list and application.)
- \_\_\_\_\_ 2. Select proposed date to meet Building Code Commission (*See Community Development Director*)
- \_\_\_\_\_ 3. If the applicant is not the same as the owner, **the owner must sign application** and submit letter appointing applicant as the designated agent.
- \_\_\_\_\_ 4. Within five (5) days of filing such application with the Community Development Office, applicant must place a sign on the lot or street in a conspicuous location. Sign shall be of a type which will withstand the elements, not less than two and one-half (2 1/2) feet by three (3) feet in size, with the following wording clearly lettered not less than two (2) inches in height:  
  
*This property is being considered for an appeal for variance for            (Specify the grounds for appeal of Administrative decision). Written objections must be filed with the Community Development Director, City Hall, 205 Summit St., Richmond, Mo. (816) 776-5304 by            (date of hearing)*
  - **Sign must remain on the property until final disposition of application.**
- \_\_\_\_\_ 5. All attachments and application completed and turned in at least twenty (20) days prior to the scheduled Building Codes Committee Meeting.
- \_\_\_\_\_ 6. Community Development Director review application with applicant and inform applicant of any additional information that is needed prior to scheduling hearing.
- \_\_\_\_\_ 7. After application and all materials are completed, Community Development Office will send out notification of hearing at least 15 days in advance of scheduled hearing.
  - Notice will be mailed to surrounding property owners within 185 feet of request.

- Published in the Richmond News.
- Notice posted at City Hall, main Bulletin Board.

- \_\_\_\_\_ 8. Staff report will be prepared by Community Development Director including all information provided by applicant and sent to the Building Code Committee.
- \_\_\_\_\_ 9. Community Development Office will mail agenda to applicant with meeting date and time.
- \_\_\_\_\_ 10. The Building Code Committee will hold a public hearing. It will be open to any comments whether for or against and may be tabled to the next meeting for additional information. The owner or applicant **must attend** the public hearing and be available to answer any questions. (Failure to attend will result in the application not being considered.)
- \_\_\_\_\_ 11. A concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass.
- \_\_\_\_\_ 12. A letter will be sent to the applicant by the Community Development Office advising what the final decision was, either a vote to approve or to deny request.

**CITY OF RICHMOND, MISSOURI  
APPLICATION FOR APPEAL**

**Part I: Applicant/Agent Information**

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Owner (*if different than applicant*): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Part II: Subject Property Information**

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

Acreage/square footage: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present use of property:

\_\_\_\_\_

Proposed use of property if different than above:

\_\_\_\_\_

Describe in detail the appeal alleging error of administrative decision (*state specific grounds for appeal*):

\_\_\_\_\_

\_\_\_\_\_

The Building Code Committee must review the following comments with regard to your request. Please answer all questions and explain in detail wherein your case conforms to the following requirements:

- a. The variance request arises from a condition which is unique and peculiar to the property in question and is not prevalent in the neighborhood and ordinarily not found in the same zone or district, and further, is not created by an action or actions of the property owner

or applicant.

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b. The granting of the variance will not adversely affect the rights of adjacent property owners or residents.

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c. The variance requested will not adversely affect the public health, safety, morals, or general welfare of the community.

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d. The granting of the variance will not be opposed to the general spirit and intent of the ordinance from which the variance is sought.

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e. The strict application of the provisions of the regulations complained of will constitute unnecessary hardship to the applicant.

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**Part III: SUBMITT THE FOLLOWING ATTACHMENTS:**

In addition to the application the following list of items must be attached in order to be accepted as a complete application. *(Please check all boxes to assure all have been provided)*

- Complete application form
- Copy of recorded deed or other instrument to confirm proof of ownership
- Site Plan *(see Appendix A list of details for site plan)*
- Application Fee *(\$200.00)*
- Ownership List *(within 185 feet of subject property; contact Ray County Assessor's Office)* Total number of mailings: \_\_\_\_\_

**Part IV: Signatures**

**Applicant:**

By signing below, I acknowledge that all information submitted above is true to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant/Agent

\_\_\_\_\_  
Date

**Owner if different than applicant:**

If I have designated an agent or applicant to appear on my behalf, I understand such agent/applicant is designated to represent me and is authorized as the means of communication with the city in regards to this application. I further acknowledge that all submitted information above is true to the best of my knowledge and belief.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Department Use Only*

*Date completed application received by Community Development:* \_\_\_\_\_

*Filing Fee:* \$200.00

**TOTAL FEES COLLECTED:** \_\_\_\_\_

**APPENDIX A**  
**SITE PLAN INFORMATION**

**Minimum Required Information:**

- Name and address of engineer or surveyor, that prepared site plan.
- Date, North arrow and scale.
- Vicinity map of sufficient and accurate scale to clearly show property. (*this may be obtained from the Ray County Assessors Map*)
- Size, use and location of existing and proposed structures and drives on the subject property.
- Existing zoning and all easements of record
- Exact dimensions of property along with dimensions of requested variance.
- Legal Description.