



Application for Change in Non-Conforming Use Checklist

- _____ 1. In coordination with the Community Development Director, review procedures and requirements for desired variance (Review entire check list and application.)
- _____ 2. Select proposed date to meet Board of Zoning Adjustment (*see Community Development Director*)
- _____ 3. If the applicant is not the same as the owner, **owner must sign application** and submit letter appointing applicant as the designated agent.
- _____ 4. Within five (5) days of filing 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 (Change of Non-Conforming Use). 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 shall 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 schedule Board of Zoning Adjustments 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 considered complete, Community Development Office will send out notification of hearing at least 15 days in advance of scheduling 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 Board of Zoning Adjustment.
- _____ 9. Community Development Office will mail agenda to applicant with meeting date and time.
- _____ 10. The Board of Zoning Adjustment 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 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 CHANGE IN NON-CONFORMING USE**

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 requested change of existing Non-Conforming Use:

The Board of Zoning Adjustments 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 will not extend the life of a Non-Conforming Use:

- b. The change in use will reduce traffic, sound, odor, smoke or number of employees:

- c. The change in use will not include structural alteration or expansion:

- d. The change in use will improve the character and value of surrounding property:

Part III: SUBMIT 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.