



SIGN EXCEPTION REQUEST APPLICATION

City of St. Joseph, Missouri | Planning & Zoning

1100 Frederick Avenue, Room 107

Planning & Zoning Division | (816) 271-4648 | planning@stjosephmo.gov

All submittals for variances must comply with Sec. 31-093 of the City's Code of Ordinances, located online at stjosephmo.gov **The following must be included with every application:**

1. Completed Application
2. Application Fee (\$920)
3. **Materials required on checklist (see back)**

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF AN EXCEPTION BY THE ZONING BOARD OF ADJUSTMENT. With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, and City departments.

Case: _____

Property Owner Information

Name _____ | Primary Contact Yes No

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ **Date** _____

Representative Information (if different than above)

Name _____ | Primary Contact Yes No

Business Name _____

Street _____

City, State, Zip _____ | _____ | _____

Phone (_____) _____ | Email _____

Signature _____ **Date** _____

Property Address

Street _____

City, State, Zip _____ | _____ | _____

Brief Description of Request _____

Section to be completed by City

Received By _____ Date _____ Accela ID _____

ALL applications must include the following to be considered complete:

- Completed application
- Submitted application fee
- Letter from owner stating the purpose of the request (in more detail than brief included on application)
- Typed document to City Planner responding to the following items in detail:
 - An explanation of how the requested exception conforms to each of the required determinations set forth in Sec. 31-093(c)
 - That the exception will not be detrimental to or cause undue hardship to the surrounding neighborhood and property owners, or the public safety; and
 - That the exception is in keeping with the purpose of the sign code; and
 - That the exception to be granted is one that will require the least modification to the prescribed regulations and the minimum variance that will accomplish the purpose; and
 - That the literal enforcement of the provisions of the ordinance will result in restrictions inconsistent with the purpose of the applicable section; and
 - A site plan describing the property boundaries, the location of buildings, and the area for which the exception is being requested.

Zoning Board of Adjustment meeting date, time, and location can be found online at stjosephmo.gov, or by contacting the Planning & Zoning Division

Section to be completed by City

Current Zoning

Fees

\$920.00

Date Application Received

____ / ____ / ____

Zoning Code Provision

Total (\$) _____

Date Fee Received

____ / ____ / ____