



BOARD OF ADJUSTMENT APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

The following shall be submitted at least 24 days before the scheduled meeting date of the Board of Adjustment. The meetings are held the third Thursday of each month. Submittals lacking any one of the submittal requirements will be considered incomplete and will not be accepted.

Submittal Requirements	Format	Details
Application	PDF ^[1]	Completed applications are required 24 days in advance of the meeting date. The meetings are held the 3rd Thursday of each month.
Plans	PDF ^[1]	
Application Fee	Check or Online ^[2]	The fee is \$150.
Advertising, Mailing and Court Reporter Fee ^[3]	Check or Online ^[2]	The fee is \$600. Once all invoices have been received, the applicant will be notified regarding any balance due or refund owed. There will be no refund of overpayments that are less than \$3.00.

Notes

✉ Email PDFs to bcueller@lakesaintlouis.com.

💰 Pay online at with [Official Payments](#). Email confirmation to bcueller@lakesaintlouis.com.

⚠ Other ^[1] • ^[2] • ^[3] Variances.



BOARD OF ADJUSTMENT APPLICATION

Updated September 3, 2020

Application is hereby made to the Board of Adjustment of the City of Lake Saint Louis to approve the following request as described below.

Applicant

Name	
Address	
Email	
Phone Number	
Interest in Property	

Property Owner

Name	
Address	
Email	
Phone Number	
Name, address, and title of all officers, partners, or control persons who have any interest in the application	

Property Information

Property Address or General Location	
Legal Description	
Size	
Zoning	
Deed Restrictions. Attach a copy if applicable.	



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Requested Action

<i>Application Type</i>	<i>Fee</i>	
Variance	\$150	
Appeal of Administrative Decision	\$150	
Other	\$150	

Description of Proposed Project and/or Request

I, _____, hereby certify that the information given above is true and accurate and that I have reviewed the applicable land development regulations.

Name of Owner/Agent

Signature of Owner/Agent

Date



Standards for Variances

In accordance with Section 405.380.B of the Municipal Code, the Board of Adjustment shall not grant a variance unless it shall, in each case, make specific written findings of fact directly based upon the particular evidence presented to it that support the following conclusions (provide a response for each):

1. The variance requested arises from a condition which is unique to the property in question and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or the applicant.

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

3. The strict application of the provisions of this Chapter from which a variance is requested will constitute unnecessary hardship upon the property owner represented in the application.

4. The variance desired will not adversely affect the public health, safety, order, convenience or general welfare of the community.

5. Granting the variance desired will not violate the general spirit and intent of this Chapter.



REAL ESTATE OWNER AFFIDAVIT

I, _____, am the owner or authorized agent of the owner of the parcel, which is the subject matter of the above application, and swears upon my oath that:

1. All taxes, fees and assessments, due and assessed by the City of Lake Saint Louis, have been paid with regard to the parcel, which is the subject matter of this application.
2. All taxes, fees and assessments, due and assessed by the City of Lake Saint Louis, have been paid with regard to all parcels in the City of Lake Saint Louis, owned by the same owner of the parcel of land which is the subject matter of this application.
3. All taxes, fees and assessments, due and assessed by the City of Lake Saint Louis, have been paid with regard to all parcels of land owned by the control entities of the owner of the parcels which are the subject matter of this application.
4. All taxes and fees due and assessed by the City of Lake Saint Louis have been paid with regard to all parcels in the City of Lake Saint Louis owned by affiliates of the owner of the parcels which are the subject matter of this application, including those entities which are controlled by owner.

Name of Owner/Agent

Signature of Owner/Agent

Date



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Owner

STATE OF MISSOURI)
)
COUNTY OF ST. CHARLES)

On this _____ day of _____, 20__, before me, a notary public in and for the State of Missouri, personally appeared _____, known to me to be the person who executed the within Real Estate Owner Affidavit and acknowledged to me that he/she executed the same for the purpose stated therein and as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal this _____ day of _____, 20__, in the County of St. Charles, State of Missouri.

Notary Public

My Commission Expires: _____

Authorized Agent

STATE OF MISSOURI)
)
COUNTY OF ST. CHARLES)

On this _____ day of _____, 20__, before me, a notary public in and for the State of Missouri, personally appeared _____, who stated that he/she is the _____ of _____
Position Corporation, Partnership, Association, etc.

and that he/she has been authorized to make this application, and is further known to me to be the person who executed the within Real Estate Owner Affidavit and acknowledged to me that he/she executed the same for the purpose stated therein and as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal this _____ day of _____, 20__, in the County of St. Charles, State of Missouri.

Notary Public

My Commission Expires: _____