



Case Number: BZA 2018-

Date Received: \_\_\_\_\_

Fee Paid: \$350.00

**City of Raytown – Board of Zoning Adjustments  
Variance/Appeal Application**

1. I hereby apply for:

\_\_\_\_\_ Appeal from an administrative decision

\_\_\_\_\_ Variance from any specific requirement

(Specify Zoning Code Section) \_\_\_\_\_

2. Name of Property Owner (as appears on deed): \_\_\_\_\_

\_\_\_\_\_

3. Phone Number: \_\_\_\_\_

4. Address of Property Owner: \_\_\_\_\_

\_\_\_\_\_

5. Signature of Owner: \_\_\_\_\_

6. I appoint the following person as my agent during consideration of my request.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_

7. The property to which this application applies is located at: \_\_\_\_\_

\_\_\_\_\_

Approximate Address (If address is currently unassigned): \_\_\_\_\_

\_\_\_\_\_

8. Deed with Legal Description: (Please attach separate sheet).

*For each of the following questions, please attach additional sheets if necessary.*

9. Please describe what you wish to do that the Zoning Ordinance prohibits: \_\_\_\_\_

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10. The proposed variance (or exception) would not be contrary to public health, safety and the public interest because: \_\_\_\_\_

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11. The literal enforcement of the zoning regulations will result in the following unnecessary hardships: \_\_\_\_\_

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12. The following condition(s), which were not created by the owner's actions, are unique to this parcel and are not commonly found on parcels used in similar ways:

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13. The proposed development or variance would not adversely affect the rights of adjacent property owners because: \_\_\_\_\_

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14. The proposed development would not be contrary to the general spirit and intent of the zoning ordinance because: \_\_\_\_\_

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15. The variance (or exception) requested is the minimum needed to make possible the reasonable use of the land or structure because: \_\_\_\_\_

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I, \_\_\_\_\_, understand that in filing my application with the City of Raytown, I am responsible for paying the costs incurred in the processing of my application and agree to pay the City of Raytown for such costs, which include but are not limited to the following:

- Postage for public notice letters
- Published notice in the newspaper

I further understand these costs are estimates. In the event the legal costs exceed the amount paid, payment for the additional charges will be required prior to further departmental action on my case.

**CHECKLIST FOR**  
**BOARD OF ZONING ADJUSTMENT**

Date Completed

\_\_\_\_\_ APPLICATION FEE - \$350

\_\_\_\_\_ WRITTEN AND SIGNED CERTIFICATION FROM COUNTY TREASURER  
THAT ALL PROPERTY TAXES FOR THE PARCEL HAVE BEEN PAID IS  
ATTACHED.

\_\_\_\_\_ WRITTEN AND SIGNED CERTIFICATION FROM THE CITY FINANCE  
DEPARTMENT THAT ALL OCCUPATIONATIONAL LICENSES FOR THE  
PARCEL ARE CURRENT IS ATTACHED.

\_\_\_\_\_ COPY OF DEED WITH EXACT LEGAL DESCRIPTION IS PROVIDED.

\_\_\_\_\_ SITE PLAN DEPICTING LAND ASSOCIATED WITH THE REQUEST.

A sketch plan, drawn to scale, showing the location and exterior dimensions of all existing and proposed structures, yard improvements, landscaping, off street parking areas, driveways, signs, all required setback, and right-of-ways, traffic, pedestrian walks and areas, storm water drainage facilities and exterior lighting fixtures in relation to parcel boundaries and adjacent right-of-ways and location of public utilities.

\_\_\_\_\_ IF SIGN, DRAWING ILLUSTRATING THE PROPOSED SIGN.