

CAMDEN COUNTY LAKE AREA PLANNING & ZONING

BOARD OF ADJUSTMENT

SUBMITTAL REQUIREMENTS & GENERAL INFORMATION:

ON GENERAL APPLICATION:

- **Parcel ID Number:** This is on your tax receipt which you receive from the Collector's Office. Planning Department staff can also help you obtain your parcel number.
- **Directions:** To the property from the Hwy 5 & Hwy 54 junction.

ON THE "BOARD OF ADJUSTMENT ADDENDUM" PAGE:

For a Variance Request:

- **Requested Modification or Waiver:** In this section you will need to explain the variance you are requesting. Ex: Requesting modification of 10 feet on front setback.
- **Hardship, Circumstance, or Reason for the request:** In this section you will need to explain why you are requesting the variance. Ex: terrain of property, size of property, physical obstacles, build line of existing structures, etc.

For an Appeal:

- **Decision or Interpretation to be varied or overturned:** Identify case # of decision.
- **Provision(s) of the Unified Land Use Codes involved:** Contact office with any questions.

WITH APPLICATION BRING:

- **Proof of Ownership:** General Warranty Deed. This can be obtained from the Recorder of Deeds Office. They are located on the 3rd floor of the courthouse. If you are not the property owner, along with the Warranty Deed, we will also need a *notarized* Property Owners Authorization Form.
- **Site Plan:** This requirement will vary depending on what your submittal is for. For a Variance we will need a site plan which clearly shows any existing structures and proposed structures**. It will need to show the exact distances from property lines, and the distance of the requested variance. **A surveyed site plan is strongly recommended.** For an Appeal the site plan turned into the Planning & Zoning Commission will be sufficient. For a SUP, please schedule a pre-application conference with the Planning Administrator for site plan requirements.
- **Fee:** Appeal - \$500.00 – Variance - \$500.00 – SUP (Special Use Permit) - \$500.00

IMPORTANT: IF A VARIANCE IS APPROVED - BEFORE ANY STRUCTURES ARE BUILT OR DEVELOPMENT BEGINS, APPLICANTS ARE REQUIRED TO OBTAIN A CONSTRUCTION PERMIT FROM THE CAMDEN COUNTY LAKE AREA PLANNING & ZONING OFFICE. ****ALSO:** IF PROPOSED CONSTRUCTION IS ON LAKEFRONT PROPERTY – A FLOODPLAIN PERMIT MAY BE REQUIRED. NO CONSTRUCTION PERMIT WILL BE APPROVED FOR CONSTRUCTION WITHIN THE FLOODWAY – EVEN IF A VARIANCE IS APPROVED. **IN ADDITION, ANY APPROVED VARIANCE WILL REQUIRE A SURVEYOR'S CERTIFICATION UPON COMPLETION.**

	DEADLINE 8:30 A.M. – 12:00 P.M.	HEARING 5:30 PM
VARIANCE, APPEAL, SUP		

NOTE: *It is recommended that you, or someone to represent you, be present at any required hearings.*

CAMDEN COUNTY LAKE AREA PLANNING & ZONING BOARD OF ADJUSTMENT HEARING APPLICATION

#1 Court Circle, Suite 15
Camdenton, MO 65020

E-Mail: pz@camdenmo.org
Web-site: www.camdenmo.org

Phone: 573-317-3860
FAX: 573-317-9114

* Applicant (s) Name: _____
 * Property Owner's Name (if different): _____
 * Mailing Address: _____
 * City / State / Zip+4: _____
 * Telephone: _____ FAX: _____ Cell #: _____
 E-Mail Address: _____
 Other Contact Information: _____

* Parcel Identification Number (Tax ID): _____
 * Section (s) - _____ * Township - _____ * Range - _____
 * Project Site 911 Address (If available): _____
 * Project Acreage - _____ Total Acres of Property - _____
 Current Zoning District - _____ Political Township: _____
 Current Subdivision Name: _____ Block & Lot Number (s): _____
 Directions to Property: _____

***REQUIRED INFORMATION FOR APPLICATION TO BE ACCEPTED.**

<u>TYPE OF PROCESS REQUESTED:</u>	<u>FEE:</u>
<input type="checkbox"/> VARIANCE (Appeal of an Administrative Decision)	_____
<input type="checkbox"/> APPEAL (From a Decision of the Planning Commission)	_____
<input type="checkbox"/> SPECIAL USE PERMIT	_____

IMPORTANT – APPLICATIONS MUST INCLUDE TO FOLLOWING TO BE CONSIDERED COMPLETE:

- Completed Application & Application Fee
- Map showing location of property & Site Plan of Property Showing Important Features
- Proof of Property Ownership (Warranty Deed)
- Property Owners Authorization Form if Applicant is not the Property Owner
- SUP – Written Description of the Request & Detailed Site Plan of Project
- STRONGLY RECOMMENDED** – Submittal of Survey showing Variance Request Accurately

Applicant's Printed Name

Applicant's Signature

Date

(FOR OFFICE USE ONLY)

(RECEIVED DATE)

RECEIVED BY: _____

APPLICATION FEE: _____

CASE NUMBER: _____

FEE PAID: YES / NO

Board of Adjustment Addendum
Camden County Lake Area Planning & Zoning
Unified Land-Use Regulations – Article 400 and 500

Requested modification or waiver:

Hardship, Circumstance or Reason for the request:

Decision or Interpretation to be varied or overturned:

Provision of the Unified Land-Use Codes involved:

Special-Use Permit Requested:

CAMDEN COUNTY LAKE AREA PLANNING & ZONING
Property Owner's Authorization Form

Parcel Identification Number (Tax ID) _____

Property Address _____

Township

Range

Section

Owner(s) of Property

Signature

Address of Owner

City / State / Zip Code

Phone

Notary

Date

Owner(s) of Property

Signature

Address of Owner

City / State / Zip Code

Phone

Notary

Date

Signature of Applicant

Date

Name of Applicant (Print or Type)