

City of Manchester
 14318 Manchester Road
 Manchester, MO 63011
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 F: (636) 821-8099
 pandz@manchestermo.gov



**Petition for
 Appeal/Variance
 of Ordinance**

PROJECT ADDRESS: _____ Owner: _____ Address: _____ Phone: _____ City, State, Zip: _____ Email: _____	
Applicant: _____ Address: _____ Phone: _____ City, State, Zip: _____ Email: _____	
<p><u>REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Completed Application Form 2. TWO (2) sets of construction drawings & Site Plan showing improvements to scale for initial review. <ol style="list-style-type: none"> a. A description of the scope of work and reason of hardship generating the variance request. b. Any other pertinent information for the Board to review that provides background for the request. 3. TWELVE (12) sets of construction drawings & Site Plans for Board Review. 4. Payment of variance fee: Fee for Residential \$50 - Non-Residential \$300. <p><i>*Submission for appeal/variance must be received at least twenty (20) business days in advance of Board meeting date.*</i></p>	
Description of Property: _____ Lot Number: _____ Subdivision Name: _____	
Statement of Appeal/Variance Requested:	
I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester. Applicant Signature: _____ Date: _____ Applicant's Name Printed: _____	
FOR OFFICE USE ONLY BELOW	
Ordinance #78-952 Section No(s): _____ City of Manchester Variance#: _____ Approved by: _____ Date: _____ <small style="text-align: center;">Director, Planning, Zoning and Economic Development</small>	
Zoning Fees Fee paid on: _____ Amount: _____	