

City of Manchester  
 14318 Manchester Road  
 Manchester, MO 63011  
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**Petition for  
 Appeal/Variance  
 of Ordinance**

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