City of Wentzville
Board of Adjustment
Application Procedure

The Board of Adjustment meets on the second Thursday of each month at 6 p.m. **when needed**, in the Board Chambers at City Hall, 1001 Schroeder Creek Blvd., please consult schedule for exact dates, which can be found online at the City’s website: [www.wentzvillemo.org](http://www.wentzvillemo.org)

An applicant must complete and submit the following items to the Community Development Department by the scheduled submittal date in order to be placed on the next month’s agenda.

- **APPLICATION FORM**
  All forms must be completed in full, including signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.

- **PROCESSING FEE - $200**
  The City accepts, cash, check or credit card in the above amount, this is a non-refundable fee. If you are paying by check, please make the check payable to the City of Wentzville. If paying by credit card there is an additional 2% charge to your account.

- **DRAWINGS**
  Show all required information as noted on the application.
  Five folded sets of drawings (initial submittal) no larger than 24” x 36” – and one copy 11” x 17” in size.

- **VERIFICATION OF TAXES**
  The City shall not accept or process any application that is delinquent on any City and/or County taxes until such time as all delinquent taxes are paid to the appropriate taxing authority, per Ordinance #2445, **please provide copy of the paid real estate tax receipt**. This can be done by calling St. Charles County Collector at (636) 949-7470 or emailing them at [www.saintcharlescountycollector.org](http://www.saintcharlescountycollector.org).

**THESE ARE THE MINIMUM SUBMITTAL REQUIREMENTS NEEDED FOR REVIEW. FAILURE TO PROVIDE ALL INFORMATION WILL RESULT IN APPLICATIONS BEING RETURNED.**
City of Wentzville
Board of Adjustment
Variance Application

DATE: ____________  APPLICATION#: _______

PROJECT ADDRESS: _______________________________________________________________
PROJECT LOCATION: _______________________________________________________________

SITE DATA INFORMATION

- Attach location map
- Attach typed legal description
Area of site: ______________  Present Zoning: ______________
Adjoining property zoning:
  North ____  South ____  East ____  West ____

APPLICANT/OWNER INFORMATION

Applicant: _________________________________________________________________
Address/City/State: ___________________________________________________________
Email Address: ______________________________________________________________
Phone # ___/___/____(Home)  ___/___/____(Work)  ___/___/____(Fax)

Property Owner: ______________________________________________________________
Address/City/State: ___________________________________________________________
Email Address: ______________________________________________________________
Phone # ___/___/____(Home)  ___/___/____(Work)  ___/___/____(Fax)

VARIANCE REQUESTED:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ZONING ARTICLE:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
VARIANCE CHECK LIST

___ Five folded copies (along with an 11 x 17 copy) of a plat, survey, sketch, site plan submitted, drawn to scale showing the lot or lots included in the applications, showing all structures and improvements on site, north arrow, scale and date, name and signature of person preparing plat, giving all appropriate dimensions and building setbacks, and any other information necessary for review, prepared by a registered land surveyor or professional engineer.

___ $200 Variance Application Fee.

___ The applicant is required to appear before the Board of Adjustment.

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A request for a variance may be granted, upon a finding of the Board of Adjustment that all of the following conditions have been met.

1. Special circumstances exist which are peculiar to the applicant's land, structure or building and do not generally apply to the neighboring lands, structures or buildings in the same district or vicinity.

2. Strict application of the provisions of the zoning regulations would deprive the applicant of reasonable use of the land, structure or building in a manner equivalent to the use permitted to be made by other owners of their neighboring lands, structures or buildings in the same district.

3. The appeal, if approved, will not cause or will not impair the adequate supply of light and air to adjacent property, or increase congestion on public streets, or increase the danger of fire, or materially diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, comfort, morals and welfare of the City.

4. The particular physical surroundings, shape, topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the law is carried out.

_________________________________  __________________  
Applicant’s Signature  Date

_________________________________  __________________  
Owner’s Signature  Date

_________________________________  __________________  
Engineer Signature  Date

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