# CITY OF BAY ST. LOUIS
# PLANNING AND ZONING APPLICATION PROCEDURES

1. **Deadline for all applications will not be processed after the 25th of each month.**

2. A public hearing is required for all Planning and Zoning applications and shall be scheduled, but not held within four weeks of the date of application is submitted.

3. The applicant shall be notified by mail at least 15 days in advance of the public hearing.

4. A notice shall be mailed not less then 15 days prior to the date of such hearing, to the owner of all properties within a radius of 300 feet of the external boundaries of the property described in the application, using for this purpose the last known address as shown on the tax rolls.

5. Hearing notice shall be posted on the property in question at the City Hall and one other public place at least 15 days prior to the public hearing, and information shall be advertised in a local newspaper with general circulation in the community at least 15 days before the hearing.

6. **Planning and Zoning meetings are scheduled on the last Tuesday of each month.**

_____

Applicant's Signature

_____

Date

## VARIANCE

# CITY OF BAY ST. LOUIS
## APPLICATION FOR VARIANCE TO THE ZONING ORDINANCE

**Please complete this form in its entirety; failure to do so may cause a delay in the submittal of your application to the Planning and Zoning Commission.**

**The following information is required before this application will be submitted to the Planning and Zoning Commission for consideration.**

OWNER: _____

ADDRESS: _____

_____

PHONE: _____

**ADDRESS OF PROPERTY IN QUESTION IF DIFFERENT FROM ADDRESS STATED ABOVE**

_____

1. **Legal description of property to be considered for variance as described in the Hancock County tax rolls:**

_____

_____

2. **Parcel number(s) as described in the Hancock County tax rolls:**

_____

_____

3. **Present Zoning:**_____

4. **Present use of building/property:**_____

5. **Application fee of $75.00:**_____

## Article XIII
## 1303 APPEALS, HEARING AND NOTICE

Every appeal or application shall refer to the specific provision of the ordinance involved and shall set forth the interpretation that is claimed, the use for which a special exception is sought, or the details of the variance that is applied for and the case may be, and accompanied by a plat or plan, drawn to scale, showing the actual dimensions of the parcel of land to be built upon and used, the size of any building to be erected, and the location of the building upon the lot, the materials to be used and other such information as may be deemed necessary to provide full information regarding intended use. The Municipal Clerk shall forthwith transmit the appeal or application to the Commission together with all papers constituting the record upon which the action appealed from was taken.

## Article XIII
## 1305.3 VARIANCES

To recommend such variances from the terms of this Ordinance as will not be contrary to the public interest where, owing to special conditions, literal enforcement of the provisions of this Ordinance will in an individual case result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured, and substantial justice be done. Such variance may be granted in such case of unnecessary hardship upon a finding by the City Council that all of the following conditions exist:

**A. There are extraordinary and exceptional conditions which pertain to the particular piece of property in question because of its size, shape, or topography that are not applicable to other lands or structures in the same district.**

**B. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.**

**C. Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located.**

**D. The requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.**

**E. The special circumstances are not the result of the actions of the applicant.**

**F. The existence of a nonconforming use of neighboring land, buildings, or structures in the same district or of permitted or nonconforming uses in other districts shall not constitute a reason for the requested variance.**

**G. The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure.**

**H. The variance is not a request to permit a use of land, building, or structure which is not permitted by right or by special exception in the district involved.**

Please submit the following documentation with your application:

1. What is the specific provision of the ordinance involved _____

   _____

2. The use for which a variance is sought _____

   _____

3. If request is for a setback variance, please answer the following:

   _____ Front yard setback requirement
   _____ Proposed distance remaining to the property line
   _____ Total front yard setback variance needed

   _____ Side yard setback requirement
   _____ Proposed distance remaining to the property line
   _____ Total side yard setback variance needed

   _____ Rear yard setback requirement
   _____ Proposed distance remaining to the property line
   _____ Total rear yard setback variance needed

4. If request is for a variance other than setback, please answer the following:

   _____ Required total square footage of lot
   _____ Proposed square footage of lot
   _____ Total square footage needed to lot

   _____ Required minimum width of lot
   _____ Proposed minimum width of lot
   _____ Total variance to minimum lot width needed

   _____ Required fence height
   _____ Proposed fence height
   _____ Total fence height variance needed

5. Grounds upon which it is claimed that the variance shall be granted:

   _____

6. A plat or plan, drawn to scale, showing the actual dimensions of the parcel of land to be built upon.

7. Size of any building to be erected, and the location of the building upon the lot.

8. Materials to be used (Exterior Finish) and other such information as may be deemed necessary to provide full information regarding intended use.

9. Is the property in question in a sub-division? _____

10. If the property in question is within a sub-division, is there an existing covenant running with the land?_____

11. If the answer to question 9 is yes, please state the book and page numbers where the stated restrictive covenants are filed in the Chancery Clerks Office of Hancock County.

Book Number _____ Page Number _____

It is warranted in good faith by the owners whose name is signed hereto that all of the above facts are true and correct.

_____ _____

Applicant's Signature Date

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FOR OFFICE USE ONLY

Date of Application received: _____