

## Board of Adjustment Information

A completed application will include the Basic Application Requirements and:

- The application fee is listed in the City's Schedule of Fees (as of July 1, 2019 the application fee is \$400)
- Variance Criteria Form (see note below)

Item due after completed submittal:

- The applicant is responsible for mailing public notices to those properties within 185 feet of the subject property, at least 15 days in advance of the Board of Adjustment meeting. The applicant is responsible for turning in a notarized affidavit stating what day the letters were sent, as well as a list of those properties the notice was sent to.

NOTE: The Variance Criteria Form, Property Owner Notification Letter and Property Owner Affidavit can all be found on the City's website, at:

<https://www.ci.independence.mo.us/ComDev/BoardOfAdjustment>

### EXPIRATION

A variance is only valid for a period of six (6) months from the date of approval unless a building permit has been issued or the applicant has been granted an extension by the Board of Adjustment. If you have any questions, contact the Community Development Department at 816-325-7421.

Decisions of the Board of Adjustment may be appealed to the district court within thirty (30) days of the action.