

City of St. Joseph

1100 FREDERICK AVENUE
Planning & C.D. Department
Planning & Zoning Division

ST. JOSEPH, MISSOURI 64501-2346
Telephone (816) 271-4773
Telefax (816) 271-4752

CASE NUMBER _____

APPLICATION FOR APPROVAL OF AN EXCEPTION FROM THE SIGN ORDINANCE

Non-Refundable Filing Fee Must be Attached: \$920.00

- **Street address of the Property:** _____
- **Legal Description of the Property (must be provided digitally as well as written unless it is lot and block):** _____

- On a separate sheet of paper, fully describe the reason you are applying for a Variance from the Sign Code. Include dimensions of proposed sign, type of sign, materials to be used, reason for not wanting to comply with the existing code and any other information that would be helpful. Please do not exceed one sheet of paper. This information will be included in a letter that will be sent to all property owners within 185 feet of your property.

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF A SIGN EXCEPTION FROM THE LANDMARK COMMISSION

- **Signature of Applicant:** _____
Print or type applicant's name: _____
Applicant's address _____

Applicant's phone # _____
- **Signature of owner if not the applicant:** _____
Owner's address: _____
Owner's phone #: _____

Items to be submitted with application:

1. ___ This completed application -- all sections must be completed or application will be deemed invalid.
2. ___ \$920.00 non-refundable application fee.
3. ___ One separate sheet of paper explaining intended use of property.
4. ___ Plot plan showing position of proposed alteration or new construction in relation to the property line:
One full size copy and 15 – 11" x 17" copies (copies from PMT reduction)
5. ___ Materials required on checklist (see back).

Following Information to be Completed by Planning Staff:

Present Zoning of Property: _____
Provision of Chapter 31 from which relief is requested: _____
Date Received by Dept. of Planning & C.D.: _____
\$920.00 non-refundable application fee recvd: _____
Staff Signature/Initial: _____