VARIANCE APPLICATION
Clay County Planning & Zoning

Fees

Filing Fee	**$200.00**
Legal Notice	**$ 45.00**
Special Deposit	**$**
Adjoiners (Cert. Rate X # of Adj. _____)*	**$**

Adjoiner list completed by a Title Company or Surveyor; 1 paper copy and 1 electronic copy

***Prevailing Cert. Postage Rate** **TOTAL** **$**

Contact:
Address:
Telephone: H)
B)
C)
FAX:
E-Mail:

NOTE: The Fee Total must accompany this application, by check or money order payable to the "Clay County Treasurer"

Description of Variance(s) Requested:
Section No./Type:
Section No./Type:

ITEMS REQUIRED WITH APPLICATION

1. **Adjoiner list completed by a Title Company or Surveyor in both paper & electronic form.**
2. **Legal Description of property must be provided in both paper & electronic form.**
3. **A copy of a site plan illustrating the location of buildings, roads, property boundaries and other property elements pertaining to the variance. Other items may be required by the Planning and Zoning Director.**
4. **ONLY IF APPLICANT IS DIFFERENT FROM OWNER; Fill out and attach the Owner's Authorization Form. If Owner is a Corporation, applicant or person signing Owner's Authorization must be an officer of corporation and must attach certification of corporate office held, to this application.**

Applicant's Name:
Applicant's Address:
Applicant's Telephone: H) B)
C) F)

Property Owner's Name:
Property Owner's Address:
Property Owner's Telephone: H) B)
C) F)

Surveyor's/Land Planner's Name:
Surveyor's/Land Planner's Address:
Surveyor's/Land Planner's Telephone: H) B)
C) F)

All required items *must* be submitted with this application, or the application may be rejected.

I hereby affirm that the above statements and representations are true and correct.

Applicant's Signature: **Date:**

OFFICE USE ONLY: Sec: ____ Twn: ____ Rge: ____ Parcel #: _____

Legal: ____ Adjoiner: ____ Health: ____ Water: ____ Hwy: ____ MoDOT: ____ OwnAuth: ___

Fire: ____ School: ____ City: ____ Other: _____

Revised: 1/2/2008