



Variance Request Application

Owner's Name:

Applicant's Name (if different):

Street address, or general location of site if no address. Include closest street intersection.

Size of tract: (expressed in acres) _____ **Present Zoning Classification:** _____

Present use(s) of property: _____

Project Information and Summary of Request:

Include a description of your project and a full and specific reason for requesting a variance. Additional space may be needed. _____

IMPORTANT: To move forward with this request, please ensure the following items are completed.

I have attached a warranty deed, trustee's deed, or other official document that includes a DETAILED LEGAL DESCRIPTION of property.

I have attached a formal letter directed to the Planning & Zoning Commission requesting the variance along with a description of the circumstances for the request.

I have paid an application fee of \$250 required at the time of submission.

Owner's Signature

Date

Agent's Signature

Date

Submit completed form to:
City Planner
City of Kirksville
201 S. Franklin St.
Kirksville, MO 63501

For Internal Use Only
Date reviewed by City Planner: _____
Date of decision by Planning & Zoning: _____
Date of decision by City Council: _____
File#: _____