



## Variance Request Application

General location of property: *(use street intersections if possible)*

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Street address of property: *(note "n/a" if site is vacant)*

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Size of tract: *(expressed in acres)* \_\_\_\_\_

Present zoning classification: \_\_\_\_\_

Present use(s) of property: \_\_\_\_\_

Reason for requesting variance: \_\_\_\_\_

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The following information from the **OWNER, CONTRACT PURCHASER** (if applicable), or **AGENT** must be attached and submitted with this application:

- ◇ Name, address, city, state, zip, phone, email address.
- ◇ A formal letter directed to the Planning & Zoning Commission requesting the variance along with a description of the circumstances for the request.
- ◇ An application fee in the amount of \$250.

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Owner/Agent Signature

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Date

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

For internal use:

Date reviewed by City Planner: \_\_\_\_\_

Date of decision by Planning & Zoning: \_\_\_\_\_

Date of decision by City Council: \_\_\_\_\_