



City of Crystal Lake Park

P.O. Box 31338
St. Louis, Missouri 63131

APPLICATION FOR BOARD OF ADJUSTMENT

(please type or print)

**ALL APPLICABLE SECTIONS OF THIS APPLICATION MUST BE COMPLETE
APPLICATION MUST BE CONSISTENT WITH SUBMITTED**

PART A: PARTIES IN INTEREST

Name and Title of **APPLICANT**: _____

Address: _____

Phone Number: _____

Interest in Property: _____

Name of Applicant's Agent - if different than above: _____

Address: _____

Phone Number: _____

Name of Owner(s) - if different than above: _____

Address: _____

Phone Number: _____

Name of Architect, Landscape Architect, Planner or Engineer:

Name/Position: _____

Address: _____

Phone Number: _____

PART B: SITE DESCRIPTION

Legal Address of Property: _____ Locator No. _____

Lot Number: _____ Block Number: _____ Current Zoning: _____

PART C: REQUIRED INFORMATION

Ordinance Number or Section Number from which a variance is requested: _____

PART D: FINDINGS

Will granting the variance impair an adequate supply of light and air to adjacent property? _____

Will granting the variance the proposed variation will not constitute any change in the districts? _____

Will granting the variance unreasonably increase the congestion in public streets? _____

Will granting the variance increase the public danger of fire and safety? _____

Will granting the variance diminish or impair established property value within the surrounding area? _____

Will granting the variance in any other respect impair the public health, safety, comfort, morals and welfare of the City of Crystal Lake Park? _____

PART E: SIGNATURE

Signature of Applicant (Required): _____ *Date:* _____

Title: _____ **Relation to the Property Owner:** _____

Signature of Property Owner (Required): _____ *Date:* _____

PART F: CHECKLIST

_____ \$50 Application fee and a \$500 deposit to cover the cost associated with publishing in the local paper, court reporter and third party professional reviews. The actual cost may be less in which case a refund will be issued to the applicant. If the costs are more than the deposit, the applicant will be responsible for repayment to the City.

_____ Existing and proposed Site Plan clearly illustrating the variance request.

_____ One digital copy must be submitted initially for staff review. Staff will review the digital plans and provide the applicant with a list of corrections, deficiencies or other changes which must be made to the submittal.

_____ Name, address, and telephone number of the person or firm submitting the documents and the person or firm to whom the review comments should be forwarded.

_____ Once plans are revised to address all necessary corrections, deficiencies or other changes, the applicant must submit 10 plan sets (11" by 17").