



Post Office Box 31338 St. Louis, MO 63131
314.993.1160 www.crystallakepark.org

Application for Board of Adjustment

(please type or print)

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

PART A: PARTIES IN INTEREST

Name and Title of **APPLICANT**: _____

Address: _____

Phone Number & e-mail address _____

Interest in Property: _____

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

Address: _____

Phone Number & e-mail address: _____

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

Address: _____

Phone Number & e-mail address: _____

Name of Architect, Landscape Architect, Planner or Engineer:

Name/Position: _____

Address: _____

Phone Number & e-mail address: _____

PART B: SITE DESCRIPTION

Legal Address of Property: _____ Locator No. _____

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



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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 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:* _____



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PART F: CHECKLIST

- _____ \$500 fee to cover the cost associated with publishing in the local paper for the public hearing, a court reporter, and third party professional reviews must be mailed to the City Clerk.
- _____ One digital copy of the plans must be submitted to the City Planner via email. The list below identifies things which may be applicable to your specific application and should be included on your plans.
- _____ One digital copy of the application must be submitted to the City Planner via email.
- _____ One digital copy of the letter addressed to the Board of Adjustment explaining the details of the variance must be submitted to the City Planner via email.

Once the above documents are received via email, the planner will review the digital documents and provide the applicant with a list of corrections, deficiencies or other changes which must be made to the plans and/or application. Once the applicant has made the requested revisions, the applicant must mail or courier to the City Planner the following:

- _____ Ten (10) revised plan sets measuring 11" by 17" in size and signed and sealed by an architect licensed in the State of Missouri.
- _____ Nine (9) copies and one original completed and signed application form.
- _____ Nine (9) copies and one original letter addressed to the Board of Adjustment explaining the details of the variance.

Plan should include all necessary information relevant to the requested variance, including but not limited to:

- _____ Name, address, telephone number and e-mail address of the person or firm applying for the variance and the person or firm to whom the review comments should be forwarded.
- _____ Existing and proposed Site Plan clearly illustrating the variance request.

Contacts

Building Commissioner
Joseph Iliff
City of Frontenac
314-994-3200
jiliff@cityoffrontenac.org

City Planner Consultant
City Planner Consultant
Ellen Rottjakob, AICP
314-488-6043
Ellen@shockeyconsulting.com

City Clerk
314-993-1160
P.O. Box 31338
St. Louis, MO 63131
cityclerk@crystallakepark.org

City Website: www.crystallakepark.org