

# **CITY OF OSAGE BEACH APPLICATION PROCEDURES FOR BOARD OF ZONING ADJUSTMENT**

The Osage Beach Board of Zoning Adjustment holds regularly scheduled hearings on the third (3<sup>rd</sup>) Wednesday of each month. Filing deadlines (attached) are the third (3<sup>rd</sup>) Friday of the month preceding the hearing.

Complete applications for Board of Zoning Adjustment review shall include the following:

1. Complete, concise legal description of the area in questions. Must be typed or a copy of an official document, i.e. abstract, warranty deed, tax receipt, etc
2. Application completed and signed by the property owner. An application is attached; additional applications are available in the City Clerk's office.
3. Site plan showing existing buildings, proposed buildings, distances from property lines, etc. Site plan should be accurate and to an acceptable scale.
4. Location sketch or plat of the land, showing adjoining and abutting tracts and the owners of those tracts. (May be included on site plan.)
5. Letter describing the request and any past and present issues related to the request. The letter should be concise, legible and addressed to the Board of Adjustment.
6. Filing fee for Board of Zoning Adjustment case review is \$330.00. Postage shall be determined by the rate for *certified/return receipt* mail (at the time of application) for each property owner adjacent to subject property. The City Planner, prior to payment and filing with the City Clerk, shall review all application materials. Filing fees are non-refundable.

**Incomplete applications will be removed from the Board agenda. Application materials will be returned to the applicant via regular mail.**

**Mail application materials to:**

Osage Beach Planning Department  
1000 City Parkway  
Osage Beach, MO 65065  
Phone: 573/302-2030  
Fax: 573/302-0528  
E-mail: [cpatterson@osagebeach.org](mailto:cpatterson@osagebeach.org)

**CITY OF OSAGE BEACH  
BOARD OF ZONING ADJUSTMENT  
QUESTIONNAIRE**

|       |                                                                         |        |           |
|-------|-------------------------------------------------------------------------|--------|-----------|
| 1.    | SIZE OF PROPERTY:                                                       |        |           |
| <hr/> |                                                                         |        |           |
| 2.    | SOURCE OF UTILITIES:                                                    | WATER: | GAS:      |
|       |                                                                         | SEWER: | ELECTRIC: |
| <hr/> |                                                                         |        |           |
| 3.    | PRESENT USE OF PROPERTY:                                                |        |           |
| <hr/> |                                                                         |        |           |
| 4.    | PRESENT ZONING OF PROPERTY:                                             |        |           |
| <hr/> |                                                                         |        |           |
| 5.    | HAVE YOU PREVIOUSLY APPLIED FOR A VARIANCE ON THIS PROPERTY?            |        |           |
| <hr/> |                                                                         |        |           |
|       | IF SO, WHEN?                                                            |        |           |
| <hr/> |                                                                         |        |           |
| 6.    | HOW LONG HAVE YOU OWNED THE SUBJECT PROPERTY?                           |        |           |
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| 7.    | PLEASE LIST ANY EXISTING STRUCTURES ON THE PROPERTY AND THE YEAR BUILT. |        |           |
| <hr/> |                                                                         |        |           |
| 8.    | DO YOU OWN ANY PROPERTY ADJACENT TO THE SUBJECT PROPERTY?               |        |           |
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| 9.    | WHY, IN YOUR OPINION IS YOUR CURRENT SITUATION, AND OR THE EXISTING     |        |           |
| <hr/> |                                                                         |        |           |
|       | SIZE /EXTENT OF THE USE NOT ACCEPTABLE?                                 |        |           |
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| 10.   | IS THERE ANY PARTICULAR HARDSHIP RELATED TO YOU OR YOUR PROPERTY OF     |        |           |
| <hr/> |                                                                         |        |           |
|       | WHICH THE BOARD SHOULD BE AWARE?                                        |        |           |
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| 11.   | LIST SPECIAL CIRCUMSTANCES WHICH ARE PECULIAR TO THE LAND STRUCTURE     |        |           |
| <hr/> |                                                                         |        |           |
|       | OR BUILDING IN QUESTION AND DO NOT GENERALLY APPLY TO THE NEIGHBORING   |        |           |
| <hr/> |                                                                         |        |           |
|       | LANDS, STRUCTURES OR BUILDINGS IN THE SAME DISTRICT OR VICINITY.        |        |           |
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12. LIST REASONS WHY STRICT APPLICATION OF THE PROVISIONS OF THE ZONING ORDINANCE WOULD DEPRIVE YOU OF REASONABLE USE OF THE LAND, STRUCTURE OR BUILDING IN A MANNER EQUIVALENT TO THE USE PERMITTED TO BE MADE BY OTHER OWNERS OF NEIGHBORING LANDS, STRUCTURES OR BUILDINGS IN THE SME DISTRICT.

13. WERE THESE SPECIAL CIRCUMSTANCES THE RESULT OF ANY ACTION TAKEN SUBSEQUENT TO MAY 10, 1984? YES NO

NOTE: Applications must be accompanied by additional information as outlined in the Board of Adjustment Application Procedures. (Page 1 of this packet). The Administrative Officer of the Zoning Ordinance will review the application for Variance and determine if sufficient data is contained to adequately describe the situation to the Board of Adjustment. If the data is not adequate, the Administrative Officer shall return the application to the applicant for additional information. Only completed applications shall be forwarded to the Board of Adjustment.

SIGNATURE OF APPLICANT: SIGNATURE OF PROPERTY OWNER:

Checks should be made payable to the City of Osage Beach. Postage costs should be calculated and submitted with the \$330.00 filing fee.

STATE OF MISSOURI, COUNTY OF CAMDEN,

Subscribed and sworn to me before me, the day of 20

Notary Public

My Commission expires: (stamp) (seal)

Date Submitted \_\_\_\_\_

**CITY OF OSAGE BEACH  
BOARD OF ZONING ADJUSTMENT  
REQUEST FOR REVIEW**

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**LOCATION OF PROPERTY:** Be specific. Give directions to property. Include Lake Road and lot number. Attach legal description of property to this application. Please mark property in some way, i.e., distance from property lines with red paint, flags or stakes, indicating location of proposed variance.

**VARIANCE**

**FOR/FROM:** \_\_\_\_\_

**APPEAL**

**FOR/FROM:** \_\_\_\_\_

*List names and mailing addresses of the current adjoining property owners:  
(Attach a separate sheet if necessary)*

**NAME**

**COMPLETE ADDRESS/WITH ZIP CODE**