

ST. LOUIS COUNTY BOARD OF ZONING ADJUSTMENT

The Board of Zoning Adjustment (BZA) is a three-member panel appointed by the County Executive, subject to confirmation by the County Council, to hear appeals from landowners in the unincorporated area from the strict application of the regulations of the St. Louis County Zoning Ordinance. The Board was established to hear petitions relating to yard setbacks for buildings, structures and parking areas, sign size requirements, reconstruction or alteration of non-conforming structures, and interpretations of the intent of the Zoning Ordinance. The BZA is not empowered to legislate or revise the Zoning Ordinance, nor does the granting of a variance by St. Louis County supersede or void any trust indentures, easements, or deed restrictions placed on the property.

The Board is required to hold a public hearing on the matter. The deadline for submittal of a variance request is usually fourteen (14) days prior to the scheduled public hearing. Any special circumstances surrounding the appeal, such as flood plain review may delay the public hearing date.

The Board generally meets every two weeks to review BZA petitions. The Board conducts an informal public hearing to determine the basis and validity of each case. Either the property owner or the owner's representative must be present at the public hearing. A representative must have a signed letter from the property owner authorizing them as the agent. The Board usually renders its decision the day of the public hearing.

BZA applicants should complete a variance packet with the following information:

- ___ 1. The completed appeal form with an original signature.
- ___ 2. All applications require one copy of the site development plan (plot plan) showing dimensions and location of all existing and proposed buildings and structures with distances from property lines. If the plan is larger than 11" x 17", please submit three (3) copies.
- ___ 3. Fee of \$150.00. Checks to be made payable to Department of Planning, St. Louis County, 41 S. Central, Clayton, Missouri 63105.
- ___ 4. The application, site plan and filing fee may be mailed to the Department of Planning, St. Louis County, 41 S. Central, Clayton, Missouri 63105 or submitted to a satellite office. Please allow extra delivery time if you are not submitting it directly to the Clayton office.
- ___ 5. St. Louis County will notify adjacent property owners prior to the public hearing. The applicant may submit letters in support from abutting property owners.
- ___ 6. In the event there is a trust indenture or deed restriction, the Board strongly suggests trustee approval be obtained and presented at the public hearing.
- ___ 7. A request for a sign variance must include the following information:

- Freestanding sign: show the proposed location and distance to the property line from the leading edge of the sign. Show dimensions and calculations of the sign. Lighting detail, if any.
- Attached wall sign: show cross section of wall with dimensions and calculations (or portion of total wall that will contain petitioner's business). Lighting detail, if any.

NOTE: Standard sign size is not a sufficient hardship.

- ___ 8. A request for an accessory structure, more than half the footprint of the home or more than 1,000 square feet in size, must include the following information with the application:

- Architectural elevations, size and height of building, floor plan, detail of what the building will be used for, and the location and type of driveway.