

**ST. LOUIS COUNTY
BOARD OF ZONING ADJUSTMENT**

The Board of Zoning Adjustment (BZA) is a three-member body of citizens 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.

Before a decision can be made on a variance request, the Board is required to hold a public hearing on the matter. The deadline for submittal of a variance request is usually ten (10) days prior to the regularly scheduled public hearing. However, the Board will normally hear only fifteen cases. An application received prior to the deadline, but after the fifteen case limit has been reached, will be placed on the next available docket. Also, any special circumstances surrounding the appeal, such as flood plain review or easement conflict, may necessitate additional staff review, which may delay the public hearing date. In both cases, the applicant is notified.

The Board meets every two weeks to review BZA petitions placed on that docket. After a staff person from the Department of Planning visits the site, the three-member Board conducts an informal public hearing to determine the basis and validity of each case. Either the property owner or the owner's agent must be present at the public hearing. A representative must have a signed letter from the property owner authorizing him as the agent. The Board usually renders its decision the day of the public hearing.

Applicants to the BZA 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.

Additionally, a request for a sign variance must include the following information on the site plan:

- a. The location of the proposed sign.
- b. If attached wall sign, cross section of wall on which sign is to be placed with dimensions and total square feet (or portion of total wall that will contain petitioner's business).

Also, three copies of detail sign plan indicating:

- a. Dimension of sign with lettering layout.
- b. Total square feet of signs, If attached, what percent of wall.
- c. Lighting detail, if any.

NOTE: Standard sign size is not a sufficient hardship.

- ___ 4. The applicant may wish to submit letters from abutting property owners stating their position. Adjacent property owners will be notified prior to the public hearing by St. Louis County. This material can be submitted at the time of the public hearing.
- ___ 5. In the event there is a trust indenture or deed restriction which prohibits the use or construction requested by the petitioner, the Board strongly suggests trustee approval be obtained and presented at the public hearing.