



BOARD OF ADJUSTMENT

2023 MEETING DATES AND DEADLINES

<i>MEETING DATE</i>	<i>APPLICATION DEADLINE</i>
JANUARY 9, 2023	DECEMBER 5, 2022
FEBRUARY 6, 2023	JANUARY 9, 2023
MARCH 6, 2023	FEBRUARY 6, 2023
APRIL 10, 2023	MARCH 6, 2023
MAY 8, 2023	APRIL 10, 2023
JUNE 5, 2023	MAY 8, 2023
JULY 10, 2023	JUNE 5, 2023
AUGUST 7, 2023	JULY 10, 2023
SEPTEMBER 11, 2023	AUGUST 14, 2023
OCTOBER 2, 2023	SEPTEMBER 5, 2023
NOVEMBER 6, 2023	OCTOBER 10, 2023
DECEMBER 4, 2023	NOVEMBER 6, 2023

The filing fee for an application to the Board of Adjustment is as follows: Variance for a single-family home or duplex: \$50.00 for all applicable variances. Multiple-Family or Non-Residential variance: \$150.00 for first request + \$50.00 for each additional variance request on the same property. Checks should be made payable to the City of St. Charles. Board of Adjustment meetings begin at 6:00 p.m. on the fourth floor of St. Charles City Hall, 200 North Second Street, St. Charles, MO. Applicants are required to attend the public hearing.

Directions for Digital Submittal

1. Complete the applicable form for the requested review (forms may be found at the following link - <https://www.stcharlescitymo.gov/518/Forms>)
2. Attach the application and required plans and send to the email address below. If the attachments exceed 10mb, please provide information on location for file share download for staff.
 - BOA@stcharlescitymo.gov The Board of Adjustment (variances)
3. Once the email is sent, the Department will respond with an automatic email letting you know we have received the application and staff will contact you will applicable information on future agenda placement or if additional items are required. If you do not receive an automated response to your submittal email, please contact the Community Development Department at (636) 949-3222.
4. Submit application fee (if applicable) via mail to:
Department of Community Development
200 North 2nd Street, Suite 303
St. Charles, MO 63301
5. Once received, staff will evaluate your request and provide comments (if any) via email with a deadline for re-submittal and provide directions for paper submittals for the Board/Commission packet.
6. After the submittal has been revised, email the applicable plan reviewer a digital copy and provide necessary paper copies as requested.

φ φ φ φ φ φ φ φ

Questions regarding the Board of Adjustment’s powers, duties, procedures and meeting schedule should be directed to the Planning Division of the Department of Community Development at (636) 949-3222.