

**INSTRUCTIONS IN COMPLETING  
THE NOTICE OF APPLICATION TO THE BOARD OF ADJUSTMENT  
(FOR A CONDITIONAL USE PERMIT)**

**EACH APPLICATION MUST:**

1. Be properly completed and submitted by the deadline date and time. If application is incomplete or late, it will not be accepted.
2. Be signed by the owner(s) of the property or by a person duly authorized by such owner. If the owner of record (per the Boone County Assessor's Office) is: an individual, he or she can sign; a partnership, a partner may sign; in joint ownership, a joint owner may sign; anything other than an individual, partnership or joint ownership, a duly qualified and authorized attorney at law licensed in the State of Missouri must sign. ***The same is true of representation at the meeting.***
3. Include the legal description of record. (This should be a complete legal description as shown in the recorded deed, which can be obtained at the Boone County Recorder's Office).
4. Include the 14 digit real estate tax number (it is recommended this be obtained from the Boone County Assessor's Office).
5. Include a list of "parties in interest" (all property owners within 185 feet of the subject tract) and their addresses. This should be determined by drawing lines parallel to and 185 feet from the subject tract (it is recommended this be obtained from the Boone County Assessor's Office).
6. Include a site plan, unless waived by the Community Development Department.
7. Include a check made payable to the City of Columbia in the amount of \$150.00 to cover legal advertising costs.
8. Must be submitted to the City Clerk's Office, which is located on the 2<sup>nd</sup> floor of City Hall at 701 E. Broadway.

**NOTE:** Conditional use permit applications involving communication antennas or towers may require additional information and time. Please contact the Community Department for details.

The application can include any additional information the applicant believes is pertinent to the application. Additional information, marked as an exhibit, may also be presented at the Board of Adjustment meeting. All of the exhibits must be given to the Clerk and must be made part of the permanent record of the case if entered into evidence during the hearing.

It is recommended you review the Rules of the City of Columbia, Missouri Board of Adjustment. Applications can be submitted in advance of the deadline date – in fact it is recommended.

If you have any questions, please contact the City Clerk's Office at (573) 874-7208.

**2016 DEADLINES AND HEARING/MEETING SCHEDULE  
FOR NOTICE OF APPLICATION TO THE BOARD OF ADJUSTMENT  
(FOR A CONDITIONAL USE PERMIT)**

<b>Application <u>Due</u> in Office By <u>12:00 Noon</u> On</b>	<b>Board of Adjustment Meeting Date</b>
12/08/2015	01/12/2016
01/12/2016	02/09/2016
02/09/2016	03/08/2016
03/08/2016	04/12/2016
04/12/2016	05/10/2016
05/10/2016	06/14/2016
06/14/2016	07/12/2016
07/12/2016	08/09/2016
08/09/2016	09/13/2016
09/13/2016	10/11/2016
10/11/2016	11/08/2016
11/08/2016	12/13/2016

**Meetings are generally held on the second Tuesday of the month.**

**Meetings generally begin at 7:00 p.m. and are held in the Council Chamber, which is located in City Hall at 701 E. Broadway.**

**Applications must be submitted to the City Clerk's Office, which is located on the 2<sup>nd</sup> floor of City Hall at 701 E. Broadway. Please take note of deadline dates and time (12:00 noon).**