

**INSTRUCTIONS IN COMPLETING  
THE NOTICE OF APPEAL TO THE BOARD OF ADJUSTMENT  
(FROM A DECISION MADE BY AN OFFICIAL OF THE CITY OF COLUMBIA)**

**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 letter of denial from the Community Development Department. The application must be submitted to the City Clerk's Office within 90 days of the date of this letter to be heard by the Board.
6. 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).
7. Include a site plan showing the dimensions and the location of the property, building, etc. in relationship to the decision, appeal, etc. being requested. This plan does not need to be a professional site plan – a legible hand drawn sketch is acceptable.
8. Include a check made payable to the City of Columbia in the amount of \$150.00 to cover legal advertising costs.
9. 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.

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.

**2017 DEADLINES AND HEARING/MEETING SCHEDULE  
FOR NOTICE OF APPEAL TO THE BOARD OF ADJUSTMENT  
(FROM A DECISION MADE BY AN OFFICIAL OF THE CITY OF COLUMBIA)**

<b>Application <u>Due</u> in Office By <u>12:00 Noon</u> On</b>	<b>Board of Adjustment Meeting Date</b>
12/20/2016	01/10/2017
01/24/2017	02/14/2017
02/21/2017	03/14/2017
03/21/2017	04/11/2017
04/18/2017	05/09/2017
05/23/2017	06/13/2017
06/20/2017	07/11/2017
07/18/2017	08/08/2017
08/22/2017	09/12/2017
09/19/2017	10/10/2017
10/24/2017	11/14/2017
11/21/2017	12/12/2017

**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).**