



BOARD OF APPEALS – BUILDING CODE VARIANCE APPLICATION

CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Site Address	Permit Number
Legal Description	

Appeal request (see Information Sheet)

Specific Code Section for which an appeal is requested: _____

Reason for the appeals request. The Code section:

- Has been incorrectly interpreted
- Does not apply
- A good or better form of construction is proposed
- An equivalent method of protection or safety is proposed

Explanation:

Applicant		Property Owner (if other than Applicant)	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email/fax	Telephone	Email/fax

CERTIFICATION

Please attach any additional information you have to this form. Decisions of the Board of Appeals become effective as of the date of determination. All decisions are final and may be appealed to the Circuit Court of Cape Girardeau County. Consult your attorney for filing procedures.

_____ Applicant Signature	_____ Date	_____ Property Owner (if other than Applicant)	_____ Date
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_____ Applicant Printed Name	_____ Date	_____ Property Owner Printed Name	_____ Date
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OFFICE USE ONLY

Munis App # _____ Fee received _____

Date Received _____ Date of Board of Appeals Determination _____ Approved _____ Denied _____

Actual Vote Taken: For _____ Against _____

Reasons for Approval / Denial: _____

Restrictive terms of variance (if any): _____

Notes: _____

Secretary, Board of Appeals | Date

Building Official | Date

**CITY OF CAPE GIRARDEAU
BOARD OF APPEALS APPLICATION
INFORMATION SHEET**

In the "Appeals Requested" section of the application:

1. Indicate the specific code book and section to which the appeals request applies;
2. Indicate the reason for the appeals request. Per Section 7-8 (c) of the City's Code of Ordinances, the Board of Appeals shall not have the authority to waive requirements of the Code;
3. Explain how the section was incorrectly interpreted or why it does not apply. If a good or better form of construction or equivalent method of protection or safety is proposed, provide details as to how this is achieved. Attach plans, wall sections, etc. and/or written description, as necessary, to support the claim.

If multiple code sections are being appealed, complete a separate "Appeal Request" section for each code section. Attach additional sheets as required.

Incomplete applications will not be placed on the meeting agenda.

Board of Appeals is held on the Second Thursday of each month, at 7 p.m. in City Council Chambers. The deadline for agenda items is two weeks prior to the meeting date.