Property Address/Locati	ion					
Applicant			Property Owner of Reco	Property Owner of Record		
Mailing Address		City, State, Zip	Mailing Address		City, State, Zip	
Telephone	relephone Email		Telephone			
Contact Person			(Attach additional owners information, if applicable)			
Section of the Developm	nent Cod	e from which the exce	ption is requested:			
Describe the nature of t	he excep	tion request.				
		Annlicat	tion continues on next page			
			non continues on next page			
OFFICE USE ONLY						
			MUNIS Application #		MUNIS Permit #	
pplication Fee Received \$			Credit Card			

Exception C	riteria	
Explain how	the exception requ	uest meets the criteria below. Attach additional sheets, if necessary.
des		tion request, a substantial equivalent is proposed. "Substantial equivalent" means an alternate eature that accomplishes the same purpose as the applicable Development Code requirement, or public benefit.
2) Арџ	proval of the excep	tion request is consistent with the general spirit and intent of the Development Code.
REQUIRE	ons for more	In addition to this completed application form, the following items must be submitted: Application fee (\$82.00 per section, payable to City of Cape Girardeau) List of adjacent property owners (see Instructions for requirements) One (1) set of mailing envelopes, stamped and addressed to adjacent property owners OR \$2.85 per adjacent property owner, if stamped envelopes are not submitted One (1) set of supporting documents sufficiently depicting the location of the requested exception and any proposed improvements One (1) set of current photos of the property
CERTIFIC	ATIONS	
The undersig	gned hereby certifi	es that:
2) They from purs 3) They	acknowledge that the date of approued diligently towa acknowledge tha	Owner(s) of Record for the property described in this application; at the exception, if approved, will be valid for a period no greater than one hundred eighty (180) days oval, unless within such period the required permits are obtained and the work is commenced and ard completion, or an extension has been granted; and at they are responsible for ensuring that all required licenses and permits are obtained prior to r work on the property.
		of Record Signature and Printed Name Date nal owners signatures and printed names in the space below, if applicable)
_	•	es that they are an agent duly authorized by the Property Owner(s) of Record to file this application operty Owner(s) of Record hereby agree to the above certifications.

Date

Applicant Signature and Printed Name

CITY OF CAPE GIRARDEAU DEVELOPMENT CODE EXCEPTION APPLICATION INSTRUCTIONS

The Development Code Exception Application is to be used only for requests for exceptions from the Development Code (Chapter 25 of the City Code). It is not for requests for variances from the Zoning Code (Chapter 30 of the City Code). For variance requests, use the Zoning Code Variance Application.

Applicants must discuss their request with City staff prior to filing an application. Staff will assist with identifying the applicable code section(s) and explain the exception criteria. To speak with a staff member, contact:

City of Cape Girardeau Planning Services Division 44 North Lorimier Street Cape Girardeau, MO 63701 (573) 339-6327 cityplanning@cityofcape.org

Applicants should also discuss their request with adjacent property owners, tenants, and other parties that may be affected should the request be approved.

A list of the adjacent property owners must be submitted as part of the application. "Adjacent property" means a property that is next to, or across a street or alley from, the property for which the exception is being requested, including diagonal orientation. To obtain property owner information, contact Cape Girardeau County Mapping and Appraisal at (573) 243-3123 or visit the County's website at www.capecounty.us. The list must contain the name, property address, mailing address, city, state, and ZIP code for each adjacent property owner, per the following examples:

Property Owner Name	Property Address	Mailing Address	City	State	Zip Code
Ex. John and Jane Doe	900 North Main Street	900 North Main Street	Cape Girardeau	МО	63701
Ex. ZZZ Development, LLC	910 North Main Street	100 Natural Bridge Avenue, Suite A	St. Louis	МО	63107

In addition to the list, a set of plain, white, business size mailing envelopes addressed to the adjacent property owners (each with a first class U.S. postage stamp) must be submitted. Do not include a return address; City staff will add the Planning Services Division's return address to each envelope prior to mailing the public hearing notice. In lieu of submitting stamped and addressed envelopes the applicant may choose to pay an additional \$2.85 per adjacent property owner for the required envelopes.

Development Code exception requests are reviewed by the Planning and Zoning Commission. The application deadline is four (4) weeks prior to the Planning and Zoning Commission meeting date. The Commission meets monthly on the second Wednesday. Applications must be delivered to the Planning Services Division using the above contact information.

City staff will review each application for completeness. If required information and/or items are missing, the applicant will be contacted. Incomplete applications will not be reviewed until the requested information and/or items are provided.

Once an application has been deemed complete, it will be placed on the next Planning and Zoning Commission agenda. A notice of the public hearing will be sent to the applicant and the adjacent property owners. In addition, a sign containing information about the public hearing will be posted on the property and a notice of the public hearing will be published in the newspaper.

The Planning and Zoning Commission will hold a public hearing on the request. The applicant, property owner(s) of record, or their representative must appear at the hearing and present the request to the Commission. If no one appears, then the Commission may table (postpone) the request.

If the request is approved, a certificate will be issued and a copy mailed to the applicant. The certificate will be valid for a period no greater than one hundred eighty (180) days from the date of approval, unless within such period the required permits are obtained and the work is commenced and pursued diligently toward completion. The applicant may request in writing, and the Planning and Zoning Commission may grant, extensions not exceeding one hundred eighty (180) calendar days, without notice or public hearing.

If the request is denied, the applicant may file an appeal with the circuit court within thirty (30) days after the date the Commission's decision is filed.

For questions, please contact the Planning Services Division at (573) 339-6327 or cityplanning@cityofcape.org.