

Information Sheet – Code Board of Appeals

Planning and Development Services Department

www.opkansas.org

APPLICATION

Please complete the attached application, giving as much information as possible, including plans, correspondence, photographs, or any other documents to substantiate your position. Include a check in the amount of \$250 made out to the City of Overland Park.

SCHEDULING THE MEETING

A meeting will be scheduled within ten days (but not sooner than five days) of receipt of the application depending upon the availability of Conference Room No. 1 (or Council Chambers) and the ability to obtain a quorum. The meetings are usually scheduled on Tuesday or Thursday. The applicant will be notified by phone when the meeting is confirmed.

AGENDA

The staff will write comments to explain its position on the variance/appeal, and everything submitted by the applicant will be included in the agenda packet. All plans, photographs, and/or other originals will be available for board members to view at the meeting. The agenda packets will be sent to applicants, board members, and various City staff and officials before the meeting.

MEETING

The meeting will convene at 7:30 p.m. The chairman will explain the procedures to the applicant, indicating that a motion is stated in the affirmative regardless of how each member votes. The staff will present the variance/appeal, and the board may ask questions of the staff.

The applicant will be asked to step forward and state his name. He will have the chance to present his position to the board, and the board may ask questions of the applicant. After all discussion, a motion will be made and seconded. A roll call vote will be taken (three votes in the affirmative will be needed to obtain a variance), and the variance/appeal will be granted or denied.

CONCLUSION

The applicant will also be notified of the results of the vote in writing by the City. The meetings are recorded and kept on file in the Building Safety Division for three years.

If you need special accommodations to participate in this meeting or if you have other questions, please call the Planning and Development Services Department, (913) 895-6259 or (913) 895-6244.

**APPLICATION FOR VARIANCE(S) OR APPEAL OF
ADMINISTRATIVE DECISION – CODE BOARD OF APPEALS**

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Date _____

1. Applicant _____ Phone # _____

Cell Phone or Alternate # _____

Address _____ *Status _____

2. Represented By _____ Phone # _____

_____ Cell Phone or Alternate # _____

(Company You Represent)

Address _____

3. Street Address of Building/Structure Subject to Request _____

4. Request (Check one)
- Variance (Equivalent Form of Construction to be Used)
 - Appeal (Intent of Code/Ordinance Incorrectly Interpreted)
 - Provisions of Code/Ordinance Do Not Apply

5. Present Use _____

6. Intended Use _____

7. Reasons for Request _____

8. Equivalent Form of Construction Being Proposed (Variances Only): Attach Plans, Specifications, Etc.

9. Staff's Decision/Interpretation _____

The facts presented above are true and correct to the best of my knowledge. I further understand that the Code Board of Appeals process is not an avenue to gain relief from adopted codes and ordinances but is a quasi-judicial board formulated for the sole purpose of granting technical interpretations of adopted building codes due to unique circumstances. Further, any decisions granted by the Board do not set precedent and are subject to challenge only through due process of law.

Signature _____ Date _____

Printed Name _____ *Status _____

*Note: PO = Property Owner A = Owner's Authorized Agent

OFFICE USE ONLY:

Variance # _____ Meeting Date _____ \$250.00

Method of Payment Check # _____ Cash Credit Card (MC, V, D, AE)

Received by _____