



## Clever Board of Adjustment Application

This application is for Clever residents interested in serving on the Clever Board of Adjustment. Turn all application in to the City Clerk's office.

### **APPOINTMENT AUTHORITY/DUTIES:**

A Board of Adjustment is hereby created, the membership of which shall consist of five (5) members appointed by the Board of Aldermen of the City of Clever. They shall be residents of the municipality. They shall hold office for a term of five (5) years. The Board shall elect from its members a Chairman who shall serve for one (1) year and is eligible for re-election. The Administrative Officer/Building Inspector shall be an ex officio member without power of vote and as ex officio member of such Board may act as Secretary to the Board but is not required to do so. Otherwise, the membership will elect a Secretary who shall set up and maintain a separate file for each application for appeal, special exception and variance received and shall record therein the names and addresses of all persons and, further, keep a record of all notices published as required herein.

Qualifications: All members of the Board of Adjustment shall be residents of the City for a minimum of 1 year prior to appointment.

### Duties of the Board:

1. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning regulations or any ordinance adopted pursuant thereto;
2. To hear and decide all matters referred to it or upon which it is required to pass under such ordinances;
3. In passing upon appeals, where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of such ordinance, to vary or modify the application of any of the regulations or provisions of such ordinance relating to the use, construction or alteration of buildings or structures so that the spirit of the ordinance shall be observed, public safety and welfare secured and substantial justice done.

## CONTACT INFORMATION

All items marked with a start (\*) are required fields.

Under Missouri State Statute, 610 RSMo or otherwise known as the Sunshine Law, all information is public.

First Name\*

Last Name\*

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Address 1\* (Physical address)

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Address 2 (If different from physical address)

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City\*

State\*

Zip Code\*

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Home or Cell Phone\*

Email Address

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How long have you been a Clever resident? \_\_\_\_\_

1. Why do you want to serve on the Board of Adjustment?

2. What is your view of the roll of this Board?

3. Civic and Volunteer Activities?

4. Education and/or Experience?

5. Is there additional information you would like the Mayor/City Council to consider regarding your application?

6. Are there any circumstances that could pose a conflict of interest if you are appointed?

Please submit this application via email to [cityclerk@clevermo.com](mailto:cityclerk@clevermo.com) or deliver to the City Clerk's Office, City of Clever, 304 S Clarke Ave, Clever, MO 65631 or fax to (417) 473-2544.

**ACKNOWLEDGEMENT**

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true and I understand the information on this form is open to the public.

Yes\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date