

# BOARD of ADJUSTMENT APPEALS

## (Exception & Variance Forms)

(SEE SECTION VII INSTRUCTIONS FOR FILING THIS REQUEST)

(Original Appeal or Application must filed at the time of submission to the Board or Adjustment)

AGENDA CLOSES

MEETING DATE

**I. Applicant Information** (Also complete Section II *if* applicant is not the property Title Holder or Contract Buyer)

A. Name \_\_\_\_\_ Signature \_\_\_\_\_

B. Address \_\_\_\_\_

\_\_\_\_\_ zip code \_\_\_\_\_

- C. Interest in Property:
- Title Holder
  - Contract Buyer (must provide evidence of recorded contract or signed purchase agreement)
  - Lessee
  - Other \_\_\_\_\_

D. Telephone number \_\_\_\_\_ Date \_\_\_\_\_

**II. Title Holder of Record** (Only if applicant is different than Title Holder or Contract Buyer)

A. Name \_\_\_\_\_ Signature \_\_\_\_\_

B. Address \_\_\_\_\_

\_\_\_\_\_ zip code \_\_\_\_\_

**III. Date Property was Acquired :** \_\_\_\_\_

**IV. Location of Property**

A. Street Address: \_\_\_\_\_

B. Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. Plot Plan Drawing (s) of subject property as per Section VII A attached.**

\*\*\*\*\* Section VI for City Use Only \*\*\*\*\*

**VI. ZONING ENFORCEMENT DENIES PERMIT OR CERTIFICATE**

A. Zoning District Classification \_\_\_\_\_

B. Reason(s) permit or certificate denied:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Development Zoning Inspector or Administrative Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Case No. **ZON200** \_\_\_\_\_  
Development Zoning Inspector or Administrative Officer Case Number

**VII. Instructions**

**APPLICANT IS REQUIRED TO APPEAR BEFORE THE BOARD OF ADJUSTMENT EITHER IN PERSON OR BY AGENT OR ATTORNEY**

An appeal or application to the Board of Adjustment shall consist of this completed application form, one (1) copy of a plot plan or site plan and the required fee. No appeal or application can be accepted for filing unless **all** of the required information is presented.

**A. Plot Plan Drawing (s)**

Regardless of the nature of the appeal, one (1) copy of a fully dimensioned, to scale, plot plan or site plan must be submitted with each application. Use of an actual property survey is suggested. The following information is required:

1. Location and dimensions of all existing and proposed buildings and elevations showing type of materials.
2. Points of ingress and egress, including street access sidewalks driveways parking and loading areas.
3. Dimensions from all lot lines. Measurements from sidewalks or curbs are not acceptable.
4. If the appeal is for a sign provide a fully dimensioned , to scale , elevation drawing of the sign in addition to the site plan. The site plan must show the exact location of the sign from property lines and driveways whether it be free standing or on a building.
5. If the appeal relates to parking lot screening and other screening required by the Zoning Ordinance show location, dimensions, height and type of material to be used for screening fence or walls, etc. If screening is to be composed of landscaping indicate:
  - a. The common name of plant species.
  - b. The size at the time of planting.
  - c. The number to be used, location and spacing.

Note: Any material submitted at the public hearing is retained by the City.

**B. Fees**

**Fees must be paid at the time the appeal or application is filed at the Permit and Development Center in the Armory Building at 602 East 1st Street.** The fee is not refundable unless the appeal is withdrawn before the staff has started its review and sent notices.

The required fee for an appeal / or application shall be according to the following schedule ( as stated in “Schedule of Fees” at the City Clerks Office):

Complete Checked ( ✓ ) Sections below.

- Exception to District Regulations equal to **\$2.00** per Chapter 134 Section 64 (4 )(a) Zoning Ordinance
- Off-Parking non-adjointing & “RHD” Off-Street required number per Chapter 134 Section 64 (4) (b &c ) Zoning Ordinance
- Lot Width & Single Family Design Standards per Chapter 134 Section 64 (4) (d & e )
- Time Period within which a use may be resumed after temporary discontinuance of that use Chapter 134 section 64 (4) (f)
- Administrative exceptions pursuant to Section 134-248  
\*\*\*\*\*

One Fee Checked ( ✓ ) below.

- \$225.00 fee** + notification fee parcel surrounding the subject property

Complete Checked ( ✓ ) Sections below.

- Appeals Decision of Zoning Enforcement Officer per Chapter 134 Section 64 (1) Zoning Ordinance
- Variance in the District Regulations per Chapter 134 Section 64 (2) Zoning Ordinance
- Variance from the “FW” Floodway District Standards per Chapter 134 Section 64 (3) Zoning Ordinance
- Other \_\_\_\_\_

- \$300.00 fee** + notification fee equal to **\$2.00** per parcel within 250’ of the subject property

**C. Submission of Appeal or Applicant**

The completed Appeal or Application with fee must be **filed at the Permit and Development Center in the Armory Building at 602 Robert D. Ray Drive.**

DEVELOPMENT ZONING SECTION  
PERMIT & DEVELOPMENT CENTER  
602 ROBERT D. RAY DRIVE  
DES MOINES, IOWA 50309  
Phone (515) 283-4200





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