



## Board of Adjustment Application

**Filing fee: \$15.00**

**Paid:** \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_

*I/We, the undersigned, do hereby request that you consider this application for:*

\_\_\_\_\_ *Variance*                      \_\_\_\_\_ *Conditional Use*                      \_\_\_\_\_ *Exception*

*to Section \_\_\_\_\_ of the Code of Ordinances.*

**Application Date:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

*The following are persons having an interest in the above-mentioned property:*

**Recorded Owner/s:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contract Purchaser/s:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Lessee/s:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Required Documents:**

- *Site Plan*
- *Ground Plan or Elevations Maps*
- *List of names, addresses and lot numbers for all property owners within 250 feet of the exterior property lines for the property*

**Please respond to the following questions providing any information requested.**

1. Legal description of the subject property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Present zoning classification: \_\_\_\_\_



3. Describe the existing uses in the immediate vicinity and explain whether the proposed variance/use would have any adverse affect on surrounding properties.

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4. Are there any circumstances unique to the property which do not apply to other properties in the immediate vicinity, and which would result in the inability of your property to yield a reasonable return?

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5. What hardship will result if the variance/use is not granted?

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6. Explain why the conditional use you are requesting is necessary (if applicable).

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7. Will the proposed variance/use interfere with the development or use of the neighboring property?

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8. Please provide any additional information which supports your request.

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**FOR EXCEPTIONS:**

1. Provide a description of the exception.

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2. As it relates to the occupants of adjoining and surrounding property, does the proposed exception adequately safeguard:

- a. Health?  YES  NO
- b. Safety?  YES  NO
- c. Welfare?  YES  NO

3. Does the proposed exception increase congestion in the public streets?  YES  NO

4. Does the proposed exception increase public danger of fire or diminish safety?  YES  NO

5. Does the proposed exception diminish or impair established property values?  YES  NO

6. Is the appellant a public service corporation?  YES  NO

7. Is the proposed exception for public utility purposes or for public communications?  YES  NO

8. Does the boundary line of a zoning district divide a lot in single ownership?  YES  NO

9. Does the proposed exception extend the zoning district line by more than 40 feet?  YES  NO

**FOR VARIANCES:**

1. Is there a limitation on the use of the property due to physical topographical and geological features? If yes, please explain.

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2. Will this variance grant any special privilege to you? If yes, please explain.

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3. Can you demonstrate that without a variance there can be no reasonable use of the property? If yes, please explain.

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4. Is the request for a variance based solely on economic reasons? If yes, please explain.

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5. Is the necessity for a variance created by you? If yes, please explain.

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6. Is the variance request the minimum variance necessary to allow reasonable use of the property? If yes, please explain.

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7. Will granting the variance be injurious to the public's health, safety or welfare? If yes, please explain.

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8. Does the property possess one or more unique characteristics generally not applicable to similarly situated properties? If yes, please explain.

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**Present Facts, Not Conclusions** – This appeal will not be successful unless sufficient facts, not mere conclusions, are presented in this Application to justify the variance in light of the requirements of the Ordinance. As a general statement, you must show that the granting of the variance relates to the overall intent and purposes of the Zoning Ordinance and the Comprehensive Plan as a whole. These documents are available at City Hall. You are free to review them, but are not required to do so. All of the basic, required information needed is contained in this Application.

**Building Permit Still Required** – Approval of the Variance/Exception/Conditional Use by the Board of Adjustment in no way absolves the applicant from subsequently obtaining the necessary building permits or other permits from the City of Van Meter or from other applicable agencies.

ON PENALTY OF PERJURY, I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
APPLICANT Date

\_\_\_\_\_  
OWNER Date

**Office Use:**

Date \_\_\_\_\_ **Application Received**

Date \_\_\_\_\_ **Owners within 250 feet notified (list attached)**

Date \_\_\_\_\_ **Board of Adjustment Meeting Notice Posted**

Date \_\_\_\_\_ **Board of Adjustments Meeting Held**

**Decision:** \_\_\_\_\_  
(Meeting minutes attached)