

PETITION TO AMEND THE ZONING ORDINANCE
OF THE CITY OF JEFFERSON, IOWA

The City Council of the City of Jefferson:

The undersigned is the owner of the following described property located in Jefferson, Iowa, and requests that an Amendment be made to the Zoning Ordinance of the City of Jefferson, Iowa.

Requested Action:

Legal Description:

Layman's Description or Address:

Size of Tract:

Comprehensive Land Use Plan Reference:

Topography:

Available Utilities:

Present Use:

Proposed Use: Residential _____ (Multi-Family _____)
(Single-Family _____)
Commercial _____
Industrial _____

Additional Comments: _____

Applicant's Name: _____
Address: _____
Telephone: _____

Date Property Purchased: ____/____/____

Is an Offer on Property Pending? Yes _____ No _____

Applicant's Signature _____ Date _____

Planning Certification _____ Date _____

Case Number: _____

Filing Fee Paid: _____

City Clerk's Office _____ Date _____

Routing: To City Council ____/____/____

To Planning & Zoning ____/____/____

APPLICATION FOR ADMINISTRATIVE REVIEW
TO THE BOARD OF ADJUSTMENT

CITY OF JEFFERSON

BASIC INSTRUCTIONS AND QUESTIONS:

1. The Board of Adjustment will hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Building and Zoning Official in the enforcement of the City Ordinance.
2. Complete the following questions as accurately and completely as possible. Include any rough drawings or other material that may be relevant to this request for Administrative Review.

3. Legal Description of Area in Proposed Conflict:

4. Layman's Description or Address:

5. Zoning District:

6. Brief Description of Reason for Administrative Review:

7. General Information:

Name of Person Making Request: _____

Address of Person: _____

Telephone: _____

(Office Use Only)

Case Number: _____

Date of Board of Adjustment Meeting: _____

POLICY STATEMENT OF THE BOARD OF ADJUSTMENT

It shall be the policy of the Board of Adjustment for the City of Jefferson, Iowa, to grant or deny Administrative Reviews, Special Exceptions or Variances in accordance with the provisions of Ordinance No. _____ of the City. The intent of a particular District Regulation of this Ordinance shall take precedence over personal convenience of an applicant. Approvals shall be granted only when the applicant can prove that literal enforcement of a provision of the City Ordinance will result in unnecessary hardship. No approval shall be granted unless the above provisions have been met and the appropriate application completed.

I certify that the attached application is complete and true to the best of my knowledge.

Date

Applicant(s)

CERTIFICATION:

Office of the City Clerk

Date

Zoning Secretary

Filing Fee Paid: _____

Date

City Clerk

APPLICATION FOR SPECIAL EXCEPTION
TO THE BOARD OF ADJUSTMENT

CITY OF JEFFERSON, IOWA

BASIC INSTRUCTIONS:

1. The following application must be completed as accurately and completely as possible in order for the Board of Adjustment to fully assess this request. Application should be submitted at least twenty-one (21) days in advance of Board meeting.
2. A rough layout of the proposed location for the Special Exception shall be attached to this application.
3. The owner of the property for which a Special Exception is sought and/or their agent shall be notified of the time and date of required public hearings. Notice of such hearing(s) will also be published and posted on the property of the requested Special Exception.

(Office Use Only)

Case Number: _____

Date of Board of Adjustment Meeting: _____

1. The undersigned is the owner of the following described property located in Jefferson, Iowa, and is hereby requesting a Special Exception under the provisions of Ordinance No. _____ of the City for the purpose of:

2. Legal Description of Property:

3. Layman's Description or Address:

4. Zoning District: _____

5. In what year was the property purchased: _____

6. Are there properties in your District that are presently being used for similar purposes: Yes _____ No _____

7. Briefly describe the need for which a Special Exception is being requested:

8. Will granting the Special Exception substantially increase traffic or use additional parking spaces?

9. Site Conditions:

Topographical Characteristics: _____

Available Utilities: _____

Present Use: _____

Proposed Use: _____

10. Owners of Record:

Name: _____

Address: _____

Telephone: _____

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Date

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CERTIFICATION:

Office of the City Clerk

Date

Zoning Secretary

Filing Fee Paid: _____

Date

City Clerk

APPLICATION FOR VARIANCE REQUEST
TO THE BOARD OF ADJUSTMENT

CITY OF JEFFERSON, IOWA

BASIC INSTRUCTIONS:

1. Prior to Board action, there shall be no construction or alteration on the proposed site of the Variance.
2. At least seven (7) days in advance of the scheduled Board of Adjustment meeting in which a case shall be reviewed, the building or addition must be staked for Board members to review.
3. A rough layout of the proposed development showing lot lines, streets, dimensions and other appropriate data shall be attached to this application.
4. In order for the Board of Adjustment to fully assess this application, all questions must be answered as accurately and completely as possible.

(Office Use Only)

Case Number: _____

Date of Board of Adjustment Meeting: _____

1. The undersigned is the owner of the following described property located in Jefferson, Iowa, and is hereby requesting a Variance under the provisions of Ordinance No. _____ of the City for the purpose of:

2. Describe any irregularities in your lot (peculiar shape, narrowness, contours, etc.) or buildings that prohibit your building or improvement without a Variance:

3. Provide examples of properties in your area that are enjoying the benefits for which you are applying:

4. Had the applicant conducted improvements in the past or altered the shape of the lot for which he/she is applying for a Variance:

5. In what year was the property purchased: _____

6. Legal Description of the Property: _____

7. Layman's Description or Address: _____

8. Zoning District: _____

9. Site Conditions:

Land Topography: _____

Available Utilities: _____

Present Use: _____

Proposed Use: _____

10. Owners of Record:

Name: _____

Address: _____

Telephone: _____

11. Demonstration of Compliance:

A. A written application for a Variance is submitted demonstrating:

- (1) An unnecessary hardship must be established by the applicant who applies for the Variance. For purposes of these zoning regulations, an unnecessary hardship is a situation where, in the absence of a Variance an owner can make no feasible or reasonable use of the property. Convenience, loss of profit, financial limitations, or self-imposed hardship shall not be considered as grounds for approving a Variance by the Board of Adjustment.
- (2) Literal interpretation of the provisions of these zoning regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these regulations.
- (3) The Variance requested is the minimum Variance that will alleviate the hardship.
- (4) Granting of the Variance will comply with the general purpose and intent of these zoning regulations and will not be offensive to adjacent areas or to the public welfare.
- (5) No nonconforming use or structure in the same district and no permitted or nonconforming use or structure in other districts shall be considered grounds for the issuance of a Variance.
- (6) Exceptional and extraordinary circumstances apply to the property that do not apply to other properties in the same zone or vicinity and that result from lot size or shape, topography or other circumstances which are not of the applicant's making.
- (7) In order to preserve the intent of these zoning regulations and to protect the public interest, the Board of Adjustment may attach conditions to a Variance. A Variance shall remain valid only as long as the property owner complies with any terms and conditions of the Variance, as attached by the Board of Adjustment.

12. The applicant acknowledges that any Variance granted is subject to any easements that exist on the property.

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CERTIFICATION:

Office of the City Clerk

Date

Zoning Secretary

Filing Fee Paid: _____

Date

City Clerk

APPLICATION FOR BUILDING PERMIT/CERTIFICATE OF OCCUPANCY
City of Jefferson, Iowa

Permit Number _____

Applicant _____ Date _____

Address _____ Phone _____

Legal Description of Property _____

Existing Buildings or Structures on Property _____

Zoning Classification _____ Lot Size _____ Sq. Footage of Lot _____

Ownership: Private _____ Public _____

Type of Improvement

_____ New Building _____ Garage _____ Addition _____ Storage Shed _____ Fence

_____ Sign _____ Sidewalk _____ Deck _____ Other _____
(please list)

Front Yard Width _____ Side Yard Width _____ Rear Yard Width _____

Building Width _____ Foundation _____ Parking Spaces Provided _____

Principal Use _____ Accessory Use _____

Beginning Construction Date _____ Completion Date _____

Cost of Improvement \$ _____

Principle Type of Frame: _____ Masonry _____ Wood Frame _____ Structural Steel _____ Other _____

Principle Type of Heating Fuel: _____ Natural Gas _____ Electricity _____ Other _____

Type of Water Supply: _____ Public _____ Private

Type of Sewage Disposal: _____ Public _____ Private

A SITE PLAN SHOWING THE LOCATION AND DIMENSIONS OF THE PROPOSED DEVELOPMENT SHALL ACCOMPANY THE APPLICATION. THE APPLICANT CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE AND THAT THE ABOVE CONSTRUCTION WILL COMPLY WITH THE ZONING REGULATIONS IN ALL RESPECTS. ZONING/BUILDING PERMITS SHALL BE APPLIED FOR WITH THE BUILDING AND ZONING OFFICIAL AND SHALL EXPIRE 2 YEARS AFTER THE DATE OF ISSUANCE IF WORK IS BEGUN WITHIN 180 DAYS OF ISSUANCE OR AFTER 180 DAYS IF NO SUBSTANTIAL BEGINNING OF CONSTRUCTION HAS OCCURRED. EXTENSIONS OF TIME MAY BE GRANTED IN WRITING BY THE BUILDING AND ZONING OFFICIAL FOR GOOD CAUSE.

Signature of Applicant

Contractor

Address

The zoning/building permit is [] Approved [] Denied

Permit Fee \$ _____

Building and Zoning Official

Date