

BOARD OF ADJUSTMENT APPLICATION

EXCEPTION, VARIANCE, CONDITIONAL USE

RETURN TO:

Tim Heims, Building/Zoning Official
208 East Main Street, Manchester, Iowa 52057
563.920.0867 | theims@manchester-ia.org



FEE: \$75.00

CONTACT INFORMATION

Applicant Name: _____ Owner Name (if different): _____

Business Name (if applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Site Location/ Address: _____

Current Use of Property: ☐ Residential ☐ Commercial ☐ Industrial Type of Business: _____

Proposed Construction: ☐ Accessory Building/Garage ☐ Deck/Porch ☐ Addition ☐ Sign ☐ Parking
☐ Vertical Projection/Tower ☐ Other _____

Describe reason for application in detail.

MUST INCLUDE SKETCH PLAN (Indicate streets, property lines, or other significant features.)

APPLICANT ACKNOWLEDGEMENT

- It is my responsibility to locate property lines and to review the abstract for easements and restrictive covenants.
- It is my responsibility to demonstrate the need and desirability of the variance or exception.
- My application will be reviewed by staff and a Public Hearing scheduled with the Board of Adjustment (BOA). A Notice of Public Hearing will be published in the newspaper, and sent to owners of property within 200 feet of the property in question. The BOA will review the strict application of the terms the Zoning Ordinance will impose upon the property owner, including unusual and practical difficulties, or particular hardship; that the request is in harmony with the general purpose, intent and spirit of the Zoning Ordinance; that granting the request will not merely serve as a convenience to the applicant but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance; that the surrounding property will be protected.
- If approved, I must separately obtain any required Building Permit prior to any use, construction, or development, but only after the BOA decision has been reviewed and affirmed by the City Council.

Property Owner Signature

Date

TO BE COMPLETED BY BUILDING OFFICIAL/ZONING ADMINISTRATOR:

Zoning District: ☐ R1 – 2 – 3 – 4 – 5 – 6 – RM ☐ C1 – 2 – 3 ☐ CBD ☐ I 1 – 2 ☐ Other _____

Current Lot Size: _____ x _____ = _____ sf Lot Coverage: _____ % Proposed: _____ %

Required Set Backs: _____ Front _____ Rear _____ Side 1 _____ Side 2

Proposed Set Backs: _____

Structure Height: _____ ft Proposed Height: _____ ft

Current Use: _____ Proposed Use: _____

Legal Description: _____

Request to Change: ☐ Setbacks ☐ Lot Coverage ☐ Height ☐ Materials _____ ☐ Use ☐ Parking

Type of Exception: ☐ Exception ☐ Variance ☐ Conditional Use

City Code Reference: Chapter _____ Section _____ Sub Section _____

NOTES:

THE PROPOSED USE OR DEVELOPMENT:

Is within the intent and purpose of the Zoning Ordinance and Comprehensive Plan. ☐ Yes ☐ No

Is permitted in the zoning district. ☐ Yes ☐ No

Will be located, designed, constructed or operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development or improvement of surrounding property including character of the neighborhood, traffic conditions, parking, utility and service facilities, or other factors affecting public health, safety and welfare. ☐ Yes ☐ No

Will not merely serve as a convenience to the applicant but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance. ☐ Yes ☐ No

BOA Public Hearing Date: _____

BOA Decision: ☐ Approve ☐ Deny

City Council Public Hearing Date: _____

City Council Review: ☐ Affirmed ☐ Remanded