



City of Manchester Building Department
208 East Main Street, Manchester, Iowa 52057
Phone: (563) 927-1112
Website: www.manchester-ia.org
Email: theims@manchester-ia.org

FILING FEE: \$75.00

Variance/Exception Application

MATERIALS TO BE SUBMITTED

1. AN APPLICATION completed in full with any additional information referenced and attached.
2. A SKETCH MAP clearly indicating nearby streets, property lines, existing zoning districts and other significant features which have a bearing upon the request.
3. PAYMENT of \$75.00 fee for variance/exception requests. Checks should be made payable to the City of Manchester.

BASIS FOR VARIANCE/EXCEPTION

It is the applicant's responsibility as the petitioner to demonstrate the need and desirability of the variance/exception. The more facts you can present, the better your opportunities for a fair and valid decision. Specifically the Board of Adjustment will review your request to the following:

1. That the strict application of the terms of the Zoning Ordinance will impose upon the property owner unusual and practical difficulties or particular hardship.
2. That the variance/exception requested is in harmony with the general purpose, intent and spirit of the Zoning Ordinance.
3. That the Board determines that the granting of the requested variance/exception 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.
4. That the surrounding property will be protected.

**Notice of Appeal to the Board of Adjustment
City of Manchester, Iowa**

CONTACT INFORMATION

Owner: _____

Company Name if Applicable: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

PROPERTY INFORMATION

Property Address: _____

Legal Description: _____

Lot Size: _____ x _____ = _____ Square Feet (attach a copy of Plat)

Zoning District: _____

Present Use of Property: _____

City Code Section requesting Variance/Exception from: _____
