



City of West Okobojo

VARIANCE & CONDITIONAL USE PERMIT APPLICATION

PERMIT MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE RETURNED

PROPERTY & OWNER INFORMATION

Owner Name: _____ Cell Phone: _____

Address/City/State/Zip: _____

Address of Proposed Work: _____

Email: _____

APPLICANT INFORMATION (If other than PROPERTY OWNER)

Builder: Contractor: Design Professional: Other: _____

Applicant Name: _____ Cell Phone: _____

Address/City/State/Zip: _____

Address of Proposed Work: _____

Email: _____

Legal description of the property affected: _____

Section of the Zoning Code from which relief if requested: _____

Detailed description of the Variance or Conditional Use being requested: _____

Principal Use of the Property: _____ Project Cost: \$ _____

Accessory use or structure considered for a variance (if applicable): _____

Lot Area (length x width): _____ Building or Structure Overall Height: _____

Front Yard Setback: _____ feet to property line Right Side Yard Setback: _____ feet to property line

Rear Yard Setback: _____ feet to property line Left Side Yard Setback: _____ feet to property line

Criteria which justify the granting of a Variance/Conditional Use. Define the specific hardship for which the Variance is being requested (for Variances only): _____

List other properties in your Zoning District and near your property enjoying similar benefits and used for similar purposes for which you are applying for this Variance or Conditional Use: _____

Names and Addresses of Property Owners within 200' of the property requesting a variance. Information can be obtained by visiting Dickinson County Parcel Search website at: <https://dickinson.iowaassessors.com/search.php> (attach an extra page as necessary)

CITY USE ONLY

Date Issued: _____ Permit No. _____

Date Expires: _____ Zoning District: _____

Legal Description (lot, block, subdivision): _____

Required Yard Setbacks (by Ordinance)

Front: _____ Side: _____

Rear: _____ Side: _____

Permit Fees: _____ Date Paid: _____

\$350.00

VARIANCE & CONDITIONAL USE - SITE PLAN REQUIREMENTS

 SITE PLAN ATTACHED WITH THIS APPLICATION (check for attached site plan prepared as specified below)

- ✓ Draw the lot showing lot measurements. Lot measurements may be obtained from the Dickinson County Assessor’s website
Note: Street paving line is typically NOT the front property line.
- ✓ Show all existing and proposed new buildings or structures with dimensions
- ✓ Show the distance between all existing and proposed buildings and the nearest lot or property lines
- ✓ Label adjacent streets and indicate alleys and easements as applicable. Use directional arrow to indicate north.

The city reserves the right to require additional information necessary to review the proposed project.

POLICY STATEMENT BY THE BOARD OF ADJUSTMENT

It shall be the policy of the West Okobojo Board of Adjustment to grant or deny Administrative Reviews, Conditional Uses, or Variances in accordance with the provisions of the West Okobojo Zoning Ordinance, specifically Articles 20 and 21. 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 a literal enforcement of a provision of the ordinance will result in an unnecessary hardship. Before the Board grants approval of a Conditional Use, the conditions stated in Section 21.5 of the West Okobojo Zoning Ordinance must be met by the proposed applicant.

The Board of Adjustment’s power to grant a variance does not require approval by the city council. If the applicant for a variance disagrees with a decision of the Board of Adjustment, an appeal may be filed with the District Court. Such petition of appeal shall be presented to the Court within thirty (30) days after the filing of the variance decision with the Zoning Administrator.

PROCEDURE FOR REQUESTING A VARIANCE

A variance goes before the Zoning Board of Adjustment for consideration of approval.

1. The variance application must be completely filled out, addressing all information requested on the application. Return completed variance application to West Okobojo City Hall.
2. A meeting of the Zoning Board of Adjustment will be held at City Hall. The City will publish a notice of public hearing in the local newspaper and will notify, by regular mail, neighboring property owners within 200 feet of the subject property.
3. Although not required, it is recommended the applicant and/or owner requesting the variance attend the Board of Adjustment meeting to answer any questions regarding the request or project.
4. It is the applicant’s responsibility to notify Iowa One Call (1-800-292-8989 or 811) before excavation or digging begins.

RETURN THE SIGNED VARIANCE & CONDITIONAL USE APPLICATION TO WEST OKOBOJO CITY HALL. APPLICATION EXPIRES ONE (1) YEAR AFTER ISSUE DATE. IF THE TIME PERIOD HAS ELAPSED, A NEW VARIANCE/CONDITIONAL USE APPLICATION IS REQUIRED TO BE FILED AND APPROVED. SUBMITTING A VARIANCE/CONDITIONAL USE APPLICATION DOES NOT GUARANTEE APPROVAL.

ACKNOWLEDGEMENT & SIGNATURE

The applicant, by signing, acknowledges and agrees to the conditions of this permit; and that the provisions of the West Okobojo Zoning and Subdivision Ordinances and the West Okobojo Code of Ordinances may be applicable to the submitted project. I hereby will defend, indemnify, protect and hold harmless the City of West Okobojo and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work shall be completed with whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction or the performance of construction. The approved permit allows the construction of the proposed building/structure as noted on this application and any submitted documentation. Any unauthorized change to approved permit and plans, or use of property, as presented will render this permit null and void

Signed: _____ Date: _____
Property Owner

Signed: _____ Date: _____
Contractor, Applicant, or other Authorized Representative (if Owner is not completing the work)

CITY USE ONLY

Date adjoining property owners notified: _____ Date of meeting: _____

Approved: _____ Denied: _____ Date letter sent notifying applicant of result: _____

Chairperson, Board of Adjustment

West Okobojo Zoning Administrator or Authorized City Representative
Approved 6/10/24