



BUSINESS AFFAIRS AND COMMUNITY GROWTH

819 1st Avenue South
Fort Dodge, IA 50501
Tel: (515) 576-4551 ext. 1004
Email: ds@fortdodgeiowa.org

SPECIAL EXCEPTION APPLICATION FORM

OWNER INFORMATION:	APPLICANT INFORMATION (if different):
Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
E-mail _____	E-mail _____

PROPERTY INFORMATION:

Property Address: _____

Land Topographic Characteristics: _____ Available Utilities: _____

Present Use: _____ Proposed Use: _____

Zoning District: _____ Land Use Reference: _____

Has any previous application or appeal been filed in connection with this premise? Yes No
If yes, please explain. _____

SUBMITTAL REQUIREMENTS:

Provide the following to ensure a complete application.

- Owner & Property Information (above)
- Application fee (\$200)
- Copy of Deed (to show legal the description)
- Application signature (page 2)
- Site plan (see page 3 for checklist)
- Electronic copy of plans, if available (PDF)

Pictures or graphics relative to the proposed project may be provided with the application or at the public hearing. Materials submitted with the application or presented as evidence during the public hearing must be kept as a part of the public record and will not be returned.

BOARD MEETINGS:

Board of Adjustment meetings are regularly held on the first Tuesday of each month at 4:30 p.m. in the City Council Chambers of the Municipal Building. The Board considers the facts provided in the application and testimony given at the public hearing(s) held during the meeting. The Board makes the final decision based on standards established within the City's Zoning Ordinance.

POLICY STATEMENT OF THE BOARD OF ADJUSTMENT:

It shall be the policy of the City's Board of Adjustment to grant or deny special exceptions in accordance with the provisions of the City's Zoning Ordinance. The Board of Adjustment is authorized to determine whether a special exception should be granted and what conditions or safeguards are required to assure that the circumstances will meet the purpose and intent of the City's Ordinance.

A special exception cannot be granted by the Board of Adjustment unless and until:

- a) A written application for a special exception is submitted indicating the section of this Ordinance under which the request is sought and stating the grounds on which it is requested.
- b) Notice of the public hearing is provided to the owner of the property via mail or email and to the public via a physical sign posted at the property and in a newspaper of general circulation in the City 7 to 20 days prior to the public hearing. Each notice shall provide the time, date and location of the hearing.
- c) The Board of Adjustment finds that the granting of the special exception will not adversely affect the public interest.
- d) The Board of Adjustment finds that other criteria established within applicable District Regulations for granting the special exception are met.

The Board of Adjustment may ask questions of the applicant or their agent at the meeting where the public hearing is held; therefore, it is very important that a representative of the request attend.

Special exceptions are granted only to the given applicant and are not transferrable with a change in property ownership. In other words, if property is sold after a special exception has been granted, a new special exception is required for the subsequent owner(s) to continue with the same use.

APPLICANT CONSENT:

The undersigned is/are the owner(s) of the described property on this application, located in the City of Fort Dodge, Iowa and assure that the information provided herein is true and correct. I/we hereby give my/our consent for the City of Fort Dodge Planning Division and Board of Adjustment to conduct a site visit and photograph the subject property. Furthermore, I/we consent to the City posting a sign at the subject property, to inform interested persons about the upcoming public hearing.

I/we agree not to construct upon or alter the proposed site with respect to the proposed special exception request, prior to the Board of Adjustment's decision.

If able, eight (8) days in advance of the Board of Adjustment meeting, I/we will clearly mark the building or addition on my property. *(Methods may include: paint, flags, rope, etc.)* I/we understand I/we may be contacted if there are any barriers to access.

The following is present at the property, creating an access barrier: *(If none, leave blank.)*

Dog Privacy fence (over 4' and nearly solid) Other: _____

Owner _____ Applicant _____

Date _____ Date _____

BOARD OF ADJUSTMENT MEMBERS:

The following members have been appointed by the Mayor to serve on the Board of Adjustment. They may visit your property to understand the nature of the requested special exception. If a member cannot adequately see the area in question due to physical barriers (fence, dog, etc.) they may contact you to request access to your property. This list is provided to assure you the person contacting you is on the City's Board of Adjustment. If you have questions or concerns, please call a Planner at the Business Affairs & Community Growth office (515) 576-8191.

J.P. Mansfield, III, Chair
Steve Hoesel,
Jeanne Gibson
Troy Anderson
Jen Crimmins

SITE PLAN CHECKLIST:

Please provide the following information on your site plan. A site plan meeting all of the items mentioned provides the best information to the Board of Adjustment as they consider your request for a Special Exception. A legible site plan is very important.

- Site plan is drawn to scale. (Items on the property are shown in relation to each other and the distance can easily be understood viewing and/or measuring on the plan provided).
 - Site plan is drawn in black line on white paper. (This is strongly recommended to provide a legible and reproducible site plan.)
 - Site plan is no larger than 11 x 17.
 - All property lines are shown.
 - All abutting streets and alleys are shown.
 - All existing and proposed buildings and structures are shown (with dimensions).
 - All existing easements are shown (with dimensions).
 - Required setbacks are shown (with dimensions).
 - Any other pertinent information is shown (e.g. significant change in topography, location and size of mature trees)
 - Structural elevations are provided, if appropriate to the Special Exception request.
 - Information on Section of Zoning Ordinance which request is being sought and reasoning why Special Exception being requested.
-