

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: _____

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