

**DELAWARE COUNTY ORDINANCE AMENDMENT APPLICATION FORM**

<b>FOR ZONING OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST:</b> Existing Zoning: _____ Floodplain: _____	
Fee Paid: _____ Site Plan _____ Date: _____ BOA Docket #: _____ ZC Case #: _____ Zoning Permit #: _____	

PROPERTY OWNER	MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS		DAYTIME PHONE	CELL PHONE	
APPLICANT	MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS		DAYTIME PHONE	CELL PHONE	
SITE LOCATION/ADDRESS		ZONING	ESTIMATED COST	
BRIEF LEGAL DESCRIPTION		PARCEL ID NUMBER(S)		
EXISTING USE(S)		PROPOSED USE(S)		
DESCRIPTION OF PROPOSED PROJECT (ATTACH A LETTER OF EXPLANATION, IF NEEDED):				
<p><b>ORDINANCE AMENDMENT CHECKLIST: All information listed is required for a complete application.</b></p> <ol style="list-style-type: none"> <li>1. The application fee and a dated signed application form with the name, address, phone number, email of the applicant and the owner; requested site information; and a description of the proposed project.</li> <li>2. Completion of the Ordinance Amendment Questionnaire on page 2.</li> <li>3. For proposals to build a new structure or build an addition to an existing structure, a site plan is required showing location and dimensions of property lines, existing and proposed primary and accessory structures, and other project information (see sample site plan on page 3).</li> <li>4. <i>It is the property owner’s responsibility to locate property lines and review the abstract for easements and restrictive covenants, and to contact Delaware County about the need for well and septic system permits, a 911 rural address, and a driveway permit for a new home or a new commercial/industrial structure.</i></li> </ol> <p align="center"><b>NO WORK SHALL COMMENCE PRIOR TO ISSUANCE OF ZONING PERMIT</b></p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct, and that the new construction and use will comply with all provisions of the Zoning Ordinance and other applicable building and health ordinances of Delaware County, and no subsequent modifications shall be made to the occupancy, use, method or operation that would be in violation of the Zoning Ordinance or other applicable building and health ordinances of Delaware County.</p>				
SIGNATURE OF APPLICANT			DATE	
SIGNATURE OF OWNER			DATE	

**Return completed application with fee and any other required materials to:**

Alex Linderwell, Zoning Administrator, Delaware County Courthouse, 301 E Main Street, Manchester, IA 52057  
 Phone number: (563) 927-5925 Email: [alinderwell@co.delaware.ia.us](mailto:alinderwell@co.delaware.ia.us)

**ORDINANCE AMENDMENT QUESTIONNAIRE**

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**ORDINANCE AMENDMENT STANDARDS FOR REVIEW:**

***Section 7.07 B. Standards for Review. The Zoning Commission shall review the proposed ordinance amendment for conformance to the following standards for review. The applicant should respond to each question below.***

***1. Are the current zoning regulations valid? Why or why not?***

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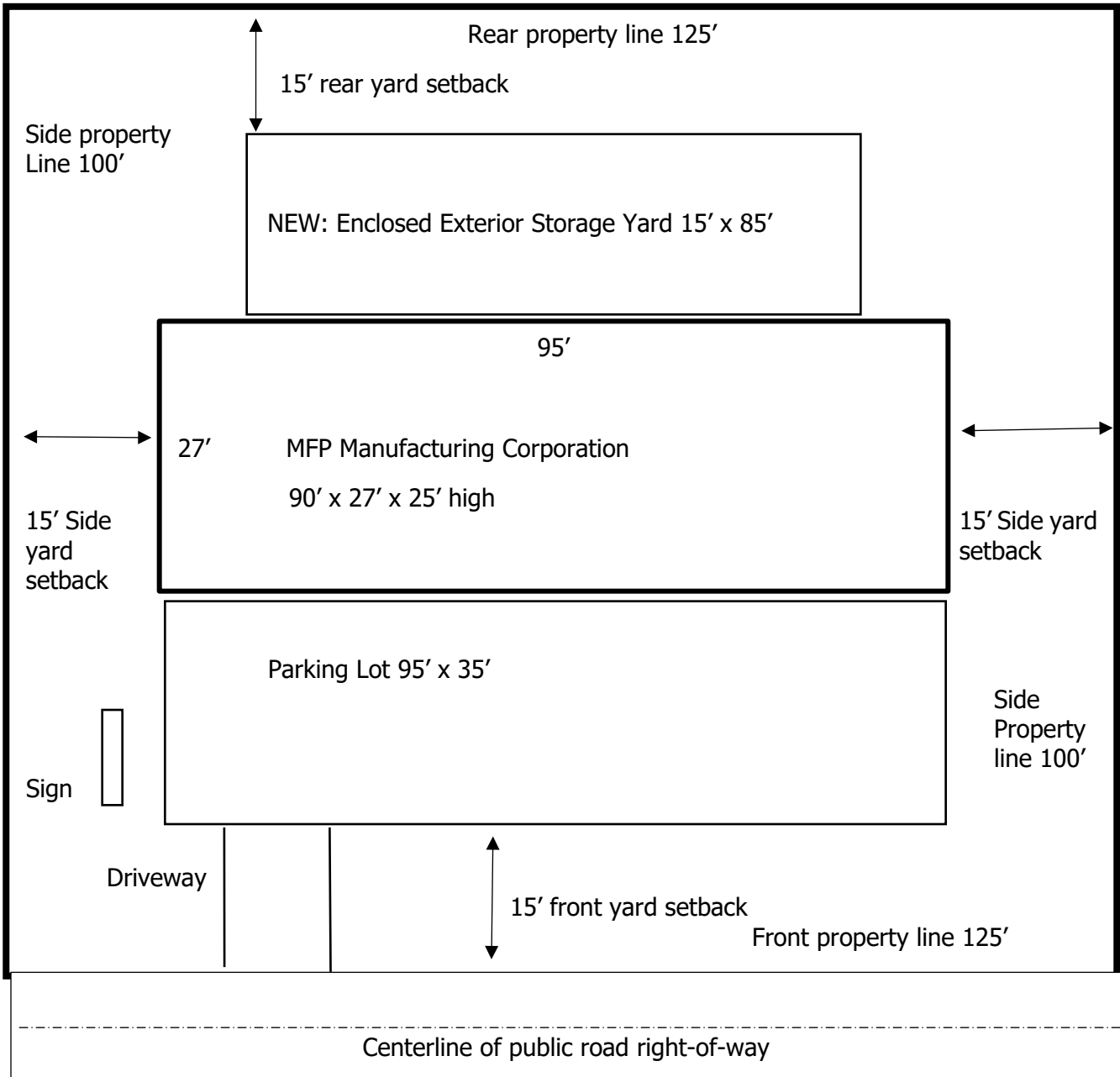
***2. Is there a need for the modifications for the purpose requested? Explain why.***

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***3. Is the proposed amendment consistent with the Comprehensive Plan? Explain how.***

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**SAMPLE SITE PLAN: Ordinance Amendment Application**



Proposal: Allow manufacturing, fabrication and processing uses to have an enclosed exterior storage yard in I-1 in rear yard only

Site Address: 12345 225<sup>th</sup> Ave. Anytown      Lot Area: 100' x 125' = 12,000 sq. ft.      Zoning: I-1

Legal Description: Lots 3 and 4 of Sullivan Subdivision      PIN: 801829126031000

Owner: MFP Manufacturing Corporation      Phone: 123-456-7890      Email: MFPoffice@mfp.com

Applicant: ABC Fencing      Phone: 987-654-3210      Email: ABCFencing@gmail.com