

DELAWARE COUNTY SPECIAL EXCEPTION APPLICATION FORM

FOR ZONING OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST: 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>SPECIAL EXCEPTION CHECKLIST: All information itemized below is required for a complete application.</p> <ol style="list-style-type: none"> 1. The application fee and a dated signed application form with the the name, address, phone number, email of the applicant and the owner; requested site information; and a description of the proposed project. 2. Completion of the Special Exception Questionnaire on page 2. 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). 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> <p style="text-align: center;">NO WORK SHALL COMMENCE PRIOR TO ISSUANCE OF ZONING PERMIT</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

SPECIAL EXCEPTION QUESTIONNAIRE

1. Compatibility.

- a. Will the proposed buildings or use be constructed, arranged and operated so as to be compatible with the character of the zoning district and immediate vicinity?
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- b. Will the proposed buildings or use interfere with development and use of adjacent properties?
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- c. Will the proposed development be unsightly, obnoxious or offensive in appearance to abutting or nearby properties?
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2. Transition.

Will the development provide for a suitable transition between the proposed buildings or use and surrounding properties? Is a buffer necessary? If so, what type of buffer – setback, screening, landscaping, etc.?

3. Traffic.

- a. Will the development provide for adequate ingress and egress?
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- b. Will the development provide particular attention to vehicular and pedestrian safety and convenience?
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- c. Will the development provide traffic flow and control?
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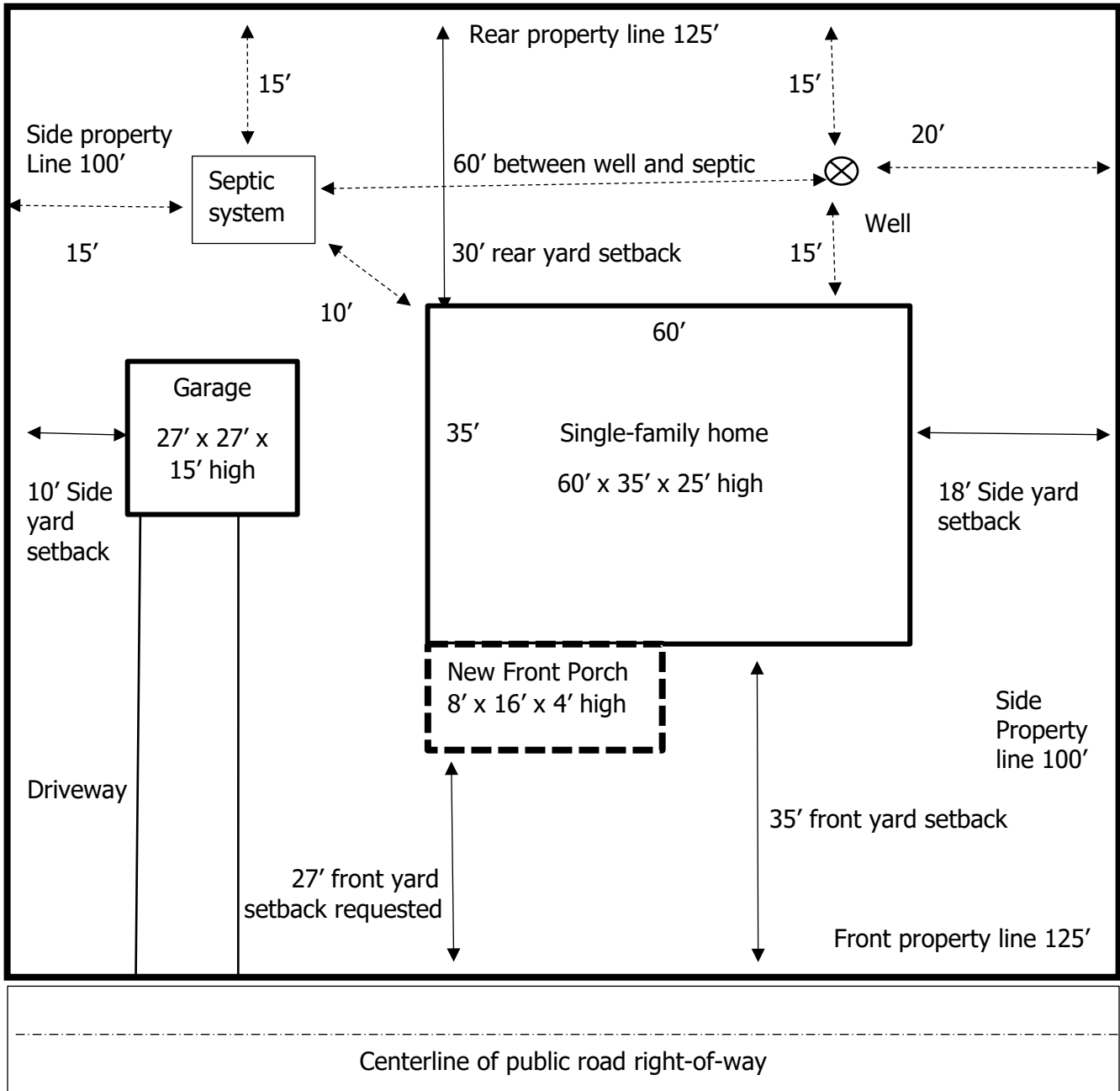
- d. Will the development provide for emergency access?
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4. Environmental Protection.

- a. Will the development be planned and operated in such a manner that will safeguard environmental and visual resources?
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- b. Will the development generate excessive noise, vibration, dust, smoke, fumes, odor, glare, groundwater pollution or other undesirable, hazardous or nuisance conditions?
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SAMPLE SITE PLAN: Special Exception Application



Proposal: New Front Porch 8' x 16' x 4' high with 27' front yard setback requested, 35' required

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

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

Owner: Tom and Anne Reese Phone: 123-456-7890 Email: tandareese@gmail.com

Applicant: Gordon Builders Phone: 987-654-3210 Email: gordonbldrs@yahoo.com