

DELAWARE COUNTY VARIANCE 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>VARIANCE 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 Variance 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

VARIANCE QUESTIONNAIRE

1. What special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district?

2. How would literal interpretation of the provisions of the Zoning Ordinance deprive the applicant (owner) of rights commonly enjoyed by other properties in the same zoning district?

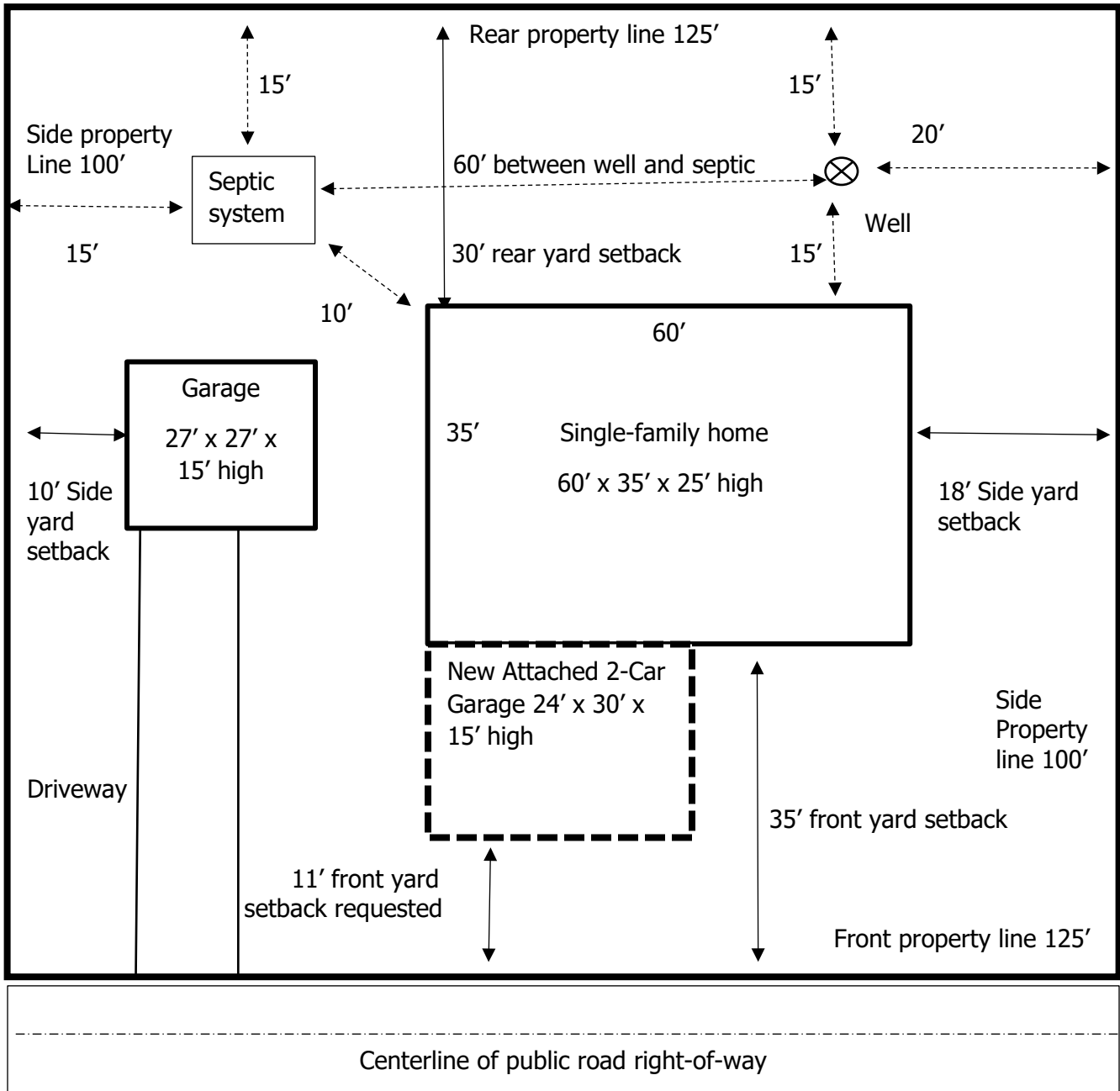
3. Do the special conditions and circumstances result from the actions of the applicant (owner)?

4. Will granting the variance confer on the applicant (owner) any special privilege that is denied by the Zoning Ordinance to other lands, structures, or buildings in the same zoning district?

5. Will granting the variance be in harmony with the general purpose and intent of the Zoning Ordinance, and not be injurious to the neighborhood or otherwise detrimental to the public welfare?

6. Under no circumstances shall the Board grant a use variance. Is the proposal a use variance?

SAMPLE SITE PLAN: Variance Application



Proposal: New Attached 2-Car Garage 24' x 30' x 15' high with 11' 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