



# City of Centerville, Iowa

## Zoning Administrator

312 E. Maple, Centerville, IA 52544  
Phone: (641)437-4339 Fax: (641)437-1498

### VARIANCE APPLICATION

You are hereby notified that the undersigned owner(s) of the following described property located in the City of Centerville, Iowa, do(es) hereby appeal for a variance to the Ordinances of the Centerville Municipal Code on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Variance Description (state what the variance will allow): \_\_\_\_\_

#### THE REQUESTED VARIANCE INVOLVES THE PROVISIONS OF THE FOLLOWING NOTED ORDINANCES OF THE CENTERVILLE MUNICIPAL CODE:

*[EXAMPLE: Code Section: Table 17.08C Requirement: The front yard setback in an R-2 district is 30 feet ]*

Code Section: \_\_\_\_\_ Requirement: \_\_\_\_\_

Code Section: \_\_\_\_\_ Requirement: \_\_\_\_\_

Code Section: \_\_\_\_\_ Requirement: \_\_\_\_\_

*If more space is needed, attach a list of the Code Sections and their respective requirements to this application.*

*Note: Building Division staff can assist you with the code referrals and requirements.*

#### THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE ATTACHED AND MADE A PART OF THIS APPLICATION:

1. A description of the Zoning Administrator's or Building Official's decision on which the appeal is based.
2. A typewritten testimony of the evidence and principal points on which the variance is based, including a description of the proposed work. State your reasons why a variance should be granted. Explain in detail what hardships are imposed upon your present situation that constitutes grounds for a variance from the City of Centerville Zoning Ordinance for the property described above.

#### **A hardship or variance may be necessitated by any or all of the following conditions:**

- The depth, width, shape, or topographical condition of the property prohibits the use of said property in a manner reasonably similar to that of other properties in that district.
- The property in question cannot yield a reasonable return if it is used only for the purposes allowed in that district.
- The plight of the owner(s) is due to unique circumstances and not to general conditions in the neighborhood, which may reflect the unreasonableness of the Zoning Ordinance itself.
- An appeal for an interpretation of the Zoning Ordinance or Zoning Map.
- An alleged error in an order, requirement, decision, or determination of the Zoning Administrator or Building Official.

**The appeal for a variance must also conform to all of the following conditions:**

- The use to be authorized is permissible in the district involved.
  - The use to be authorized will not alter the essential character of the area.
  - The variance will not be contrary to the public interest.
  - The variance will not compromise the spirit of the Zoning Ordinance.
3. If the applicant is not the owner, then provide a letter of authorization from the owner or lessee of the property approving the appeal.

***(Please note: The application will not be processed until all of the above documents have been submitted.)***

Wherefore, the undersigned request that the Board of Adjustment fix the date and place for a hearing upon this variance application, and that upon said hearing the variance applied for be granted. I further hereby certify that all the above statements and the statements contained in the submitted papers attached herewith are correct, factual, and true.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Applicant(s) Signature(s): \_\_\_\_\_

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Owner(s) Signature(s) *(if other than applicant)*: \_\_\_\_\_

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**INFORMATION REGARDING THE BOARD OF ADJUSTMENT**

The Board of Adjustment (BOA) is a quasi-judicial board created by the City of Centerville, Iowa, under state law. The purpose of the BOA is to provide recourse for any citizen of Centerville to appeal perceived inequity in the existing Zoning Ordinance or the decisions of the Zoning Administrator or Building Official of the City of Centerville.

The BOA welcomes any testimony. Decisions rendered by the BOA are based upon the facts and evidence allowed under City Code and presented in an open meeting. All proceedings of the meeting are tape recorded as evidence in the event of further litigation. The BOA is an independent Board of Citizens and not a part of the City Administration. The City Attorney and City Staff may be present to assist the BOA. A decision rendered by the BOA can be appealed only in District Court.

A completed application must be filed at least thirty (30) days prior to the meeting. Public notice of an appeal must be posted on the property and in a local newspaper no less than ten (10) days prior to the meeting.

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Application Fee:  \$\_\_\_\_\_ Residential  \$\_\_\_\_\_ Commercial Date Fee Paid: \_\_\_\_\_  
*Cash or Check only; Fee is Nonrefundable* *Make check payable to "City of Centerville"*

Date Hearing Advertised: \_\_\_\_\_  Appeal Granted: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_  Appeal Denied: \_\_\_\_\_