

ARNOLDS PARK ZONING PERMIT REVIEW

Application No. \_\_\_\_\_

This permit application requires a:  Variance  Special Exception Use Permit

Forwarded to: Northwest Iowa Planning on \_\_\_\_\_; Board of Adjustment on \_\_\_\_\_;

Planning and Zoning Board on \_\_\_\_\_.

# City of Arnolds Park, Iowa Application for Zoning Compliance Permit

Phone: (712) 332-2341

156 N. Highway 71

Arnolds Park, Iowa 51360

Office Hours: 9am – 5pm

## 1. LOCATION OF PROPOSED IMPROVEMENTS

Street Address \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Legal Description \_\_\_\_\_ (Lot) \_\_\_\_\_ (Block) \_\_\_\_\_ (Subdivision)

## 2. APPLICATION IS MADE BY

Name: \_\_\_\_\_ owner/developer/agent  
*(Please circle one)*

If applicant is not the owner, please list owner's name and address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone or Contact Number: \_\_\_\_\_

Contractor (Name & Phone #): \_\_\_\_\_

## 3. REASON FOR ZONING PERMIT

This permit is for: \_\_\_ New Construction \_\_\_ Fence \_\_\_ Driveway \_\_\_ Sign  
\_\_\_ Structural Alterations \_\_\_ Building Addition \_\_\_ Move/Relocate Bldg.

Please describe in DETAIL the proposed building activities for this permit application  
*(e.g. build new house, erect new garage, etc.; and please provide type of construction and building dimensions)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size and total square feet of the proposed structure or building: \_\_\_\_\_

Height of proposed structure or building: \_\_\_\_\_  
*(Note: Height of a building or structure is that distance measured from the lowest ground level to the highest point)*

Valuation of proposed structure, building or improvements: \$ \_\_\_\_\_

Please provide a visual depiction and text of any signs for the proposed building or structure.

## 4. LOT OR PARCEL INFORMATION

Lot Size \_\_\_\_\_ (sq.ft.) Front Lot Width \_\_\_\_\_ Rear Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_

Structure will be set back \_\_\_\_\_ feet from FRONT lot line

Structure will be set back \_\_\_\_\_ feet from REAR lot line

Structure will be set back \_\_\_\_\_ feet from LEFT SIDE and \_\_\_\_\_ feet from RIGHT SIDE

Structure will be set back \_\_\_\_\_ feet from nearest structure/building on the lot *(occupied or unoccupied)*

Present Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

- PLEASE CONTINUE ON THE NEXT PAGE -

**SITE PLAN:**

Application for a zoning compliance permit will be accompanied by a detailed site plan in accordance with Article XIII of the Arnolds Park Zoning Ordinance. Accessory uses, buildings and structures, interior remodeling projects, and those exterior projects that do not change the size, cubic content or building footprint are exempt from site plan requirements. Site plans should include at a minimum:

- Property boundary lines, dimensions and total area
- If substantial topographic change is proposed contour lines at no more than 5’ may be requested by city staff
- The availability and location of existing utilities
- The proposed location, size, shape and type of all buildings or structures
- The total square feet of building floor area, both individually and collectively
- The number of dwelling units, bedrooms, offices, etc.
- Existing buildings, rights-of-way, street improvements, utilities, easements, or drainage ways
- Parking areas, number of parking spaces proposed and type of surfacing to be used
- Walkways, driveways, lighting, walls, fences, signs and other man-made features used in landscape
- Location and type of hard landscaping to be used for screening purposes
- Walls, fences or other artificial screens to be used as buffers with proposed height and materials to be used

Other considerations pertinent to the proposed use may be requested by the zoning administrator.

*See the following page for sample site plan*

**ZONING COMPLIANCE PERMIT FEES:**

Permit fees shall be paid at the time the permit application is submitted to the City of Arnolds Park. Zoning permit fee amounts may be obtained from City Hall. No construction shall commence until the zoning compliance permit has been approved and the fee has been paid to the city.

**The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and will adhere to the Arnolds Park Zoning Regulations. The applicant also acknowledges understanding and agreement of:** *That this permit is valid ONLY for the project as presented to and approved by Arnolds Park; AND that any changes made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Arnolds Park for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to the parcel /land/site plan as presented renders this permit null and void.*

Approval of a Zoning Compliance Permit shall be valid for a period of six (6) months. The permit shall be void if the use applied for has not commenced construction within six months of approval of such permit, unless an extension has been obtained from the zoning administrator.

\_\_\_\_\_  
*Applicant Signature (or Authorized Representative)*

\_\_\_\_\_  
*Date*

**ARNOLDS PARK ZONING COMPLIANCE PERMIT APPROVAL (FOR USE BY THE CITY OF ARNOLDS PARK ONLY)**

This application and site plan presented by the applicant have been reviewed for compliance with the Arnolds Park Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is:  Approved  Denied as presented on this date: \_\_\_\_\_

Signed: \_\_\_\_\_ Arnolds Park Zoning Administrator

Copy Sent to Applicant on: \_\_\_\_\_

Zoning Permit Fee Paid:  Yes  No \$ \_\_\_\_\_

Special Exception Permit Required  Yes  No Variance Required  Yes  No

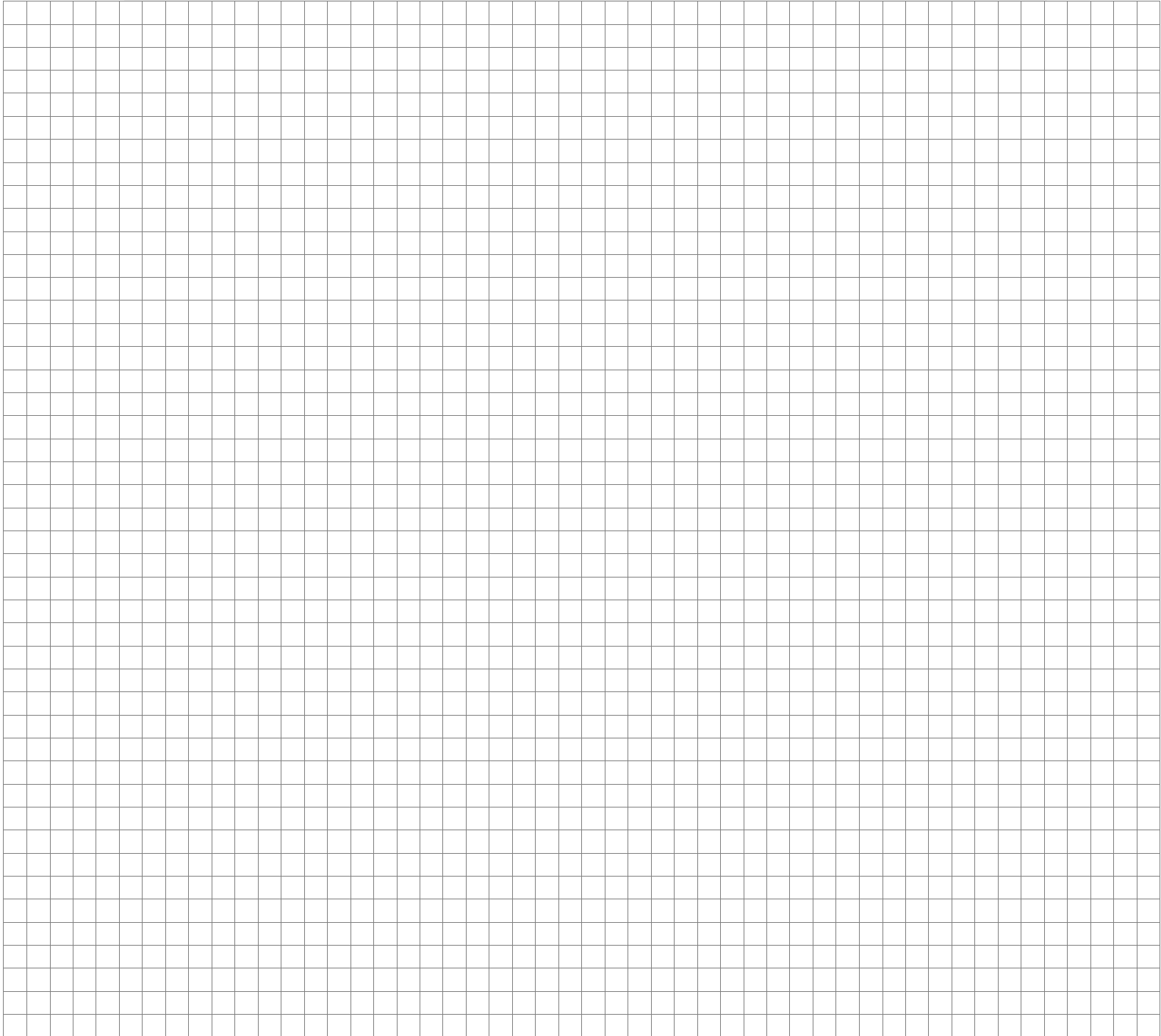
**City of Arnolds Park**  
**Zoning Compliance Permit - Site Plan**

Applicant: \_\_\_\_\_

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

Please Submit below a sketch plan in support of your building permit application, showing the actual shape and dimensions of the lot on which the construction will take place.

1. Show streets, with street names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of existing and proposed new structures, and their distances from the lot lines
4. Show locations of existing and proposed accessory buildings (if any), and distances from main building and lot lines.
5. Show locations of utility and any other permanent access easements.
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable).



Scale: One box equals two feet (2'), unless otherwise specified. Attach additional pages if necessary.