

ARNOLDS PARK VARIANCE APPLICATION REVIEW

Application No. \_\_\_\_\_ This variance application is:  complete  not complete

Need Additional Information before Approval: \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NWIPDC Zoning Reviewer

**Zoning Variance Application**  
**Arnolds Park Zoning Board of Adjustment**

Phone: (712) 332-2341 156 N. Highway 71 ~ PO Box 437 ~ Arnolds Park, Iowa 51331 Office Hours: 8am – 4pm

For questions, please contact Darren Bumgarner, NWIPDC, Zoning Permit Reviewer (712) 262-7225 x143

**1. LOCATION**

The premises affected by the variance are located at: \_\_\_\_\_

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

A Variance is the changing of law in a specific instance in order to lessen a hardship caused by the zoning

**2. APPLICATION IS MADE BY**

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

Owners Name (if not listed above): \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

A Variance is the changing of law in a specific instance in order to lessen a hardship caused by the zoning regulations. Regulations for Variances can be found under *Section 165.24.6 Variances* in the Arnolds Park Zoning Ordinance. **Applicants must include the following:**

**1. Detailed Description of Variance Requested.**

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

**2. Criteria Which Justify the Variance (see attached criteria, shall address hardship).**

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

**3. Attach a separate sheet showing a sketch or site plan of the property in question; including lot lines, dimensions of the lot, existing/proposed structures, and distances from structure to lot lines and/or proposed changes being requested.**

**4. Petition is to be accompanied by a non-refundable fee of \$350, plus publication costs. Submitting an application does not guarantee approval; the Board considers the applicant’s information and the attached criteria when reviewing a request.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Applicant)*

## CRITERIA FOR EVALUATING A VARIANCE

A “variance” is the changing of law in a specific instance in order to lessen a hardship caused by the zoning regulations. To grant a variance, the Zoning Board of Adjustment takes into consideration the following four (4) factors:

1. That 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 district;
2. That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
3. That special conditions and circumstances do not result from the actions of the applicant;
4. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

The Board of Adjustment’s power to grant variances does not require approval by the City Council. If the applicant for a variance disagrees with a decision of the Board, an appeal may be filed with the District Court. Such petition of appeal shall be presented to the Court within thirty (30) days after the filing of the decision with the Zoning Administrator.

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## PROCEDURES FOR REQUESTING A ZONING VARIANCE

A Zoning Variance goes before the Zoning Board of Adjustment for consideration of approval.

1. Prior to requesting a variance, the petitioner should consult with the Zoning Reviewer (Northwest Iowa Planning & Development Commission staff) to determine if the request is within the power of the Board of Adjustment to grant.
2. The application shall be completely filled out, addressing all requirements of a variance.
3. A meeting of the Board of Adjustment will be held at City Hall. The Zoning Administrator will publish a notice of public hearing in the local newspaper of general circulation and will notify, by regular mail, neighboring property owners within 100’ of the subject property.
4. Although not required, it is recommended that the applicant attend the Board of Adjustment meeting to answer any questions regarding the request.

**ARNOLDS PARK VARIANCE APPLICATION REVIEW (FOR USE BY THE CITY OF ARNOLDS PARK ONLY)**

This application presented by the applicant has been reviewed for compliance with the Arnolds Park Zoning Ordinance.

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

If variance is denied, reasons for such denial: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (Arnolds Park Zoning Administrator) Date: \_\_\_\_\_

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

Variance Fee Paid:  Yes  No \$ \_\_\_\_\_