



CITY OF CLEAR LAKE

15 North 6th Street • P.O. Box 185 • Clear Lake, IA 50428
Phone (641) 357-5267 • Fax (641) 357-8711

Mayor
KIRK
KRAFT

Dear Property Owner:

City
Administrator
SCOTT
FLORY

Enclosed are forms required by the Board of Adjustment to review your request for a variance and/or conditional use. This information is requested so that the Board of Adjustment can comply with the requirements of State Code Section 414.12. Prior to your request being considered by the Board of Adjustment, these forms, as well as any required accompanying information, need to be filed with the City's Building Department. Required additional information includes:

COUNCIL MEMBERS

JEFF
NELSON
Ward 1

NED
WICKER Jr.
Ward 2

BILL
YOHAN
Ward 3

JULIE
STEINBERG
At Large

ROD
PUMP
At Large

- A letter addressed to the Board of Adjustment explaining the scope of your project and your need for any variances from regulations to accomplish your project.
- A site plan drawn to scale showing the location and dimensions of the proposed development.
- The site plan must also show the location and dimensions of existing development on the applicant's lot. In addition, the location of structures on adjacent lots must also be shown.
- If the proposed location of the structure's sidewalls results in less than the minimum required side yard, a property survey will be required. (Note: The Board of Adjustment reserves the right to request a survey on any property where lot lines are in question.)
- The site plan shall be signed and dated by adjacent property owners to verify notification of neighbors. In addition, adjacent property owners should note on the site plan their approval or disapproval of the proposed project.
- A building plan showing elevation views shall be required for all buildings with more than one story.
- A fee of \$50.00 to be paid by the appellant to the City of Clear Lake shall accompany each appeal.
- If the above information is submitted by noon on Friday or before, your appeal will be published in the *Clear Lake Mirror Reporter* the following Wednesday and the Board of Adjustment will meet the second Tuesday following publication of the appeal.



Thank you,

John Marino
Building Code Administrator/Zoning Official
City of Clear Lake

APPLICATION FOR ZONING VARIANCE OR CONDITIONAL USE
City of Clear Lake, Iowa

Appeal Number: _____

Applicant: _____

Date: _____, 20__

Address: _____

Telephone: _____

Legal Description of Property: _____

Existing Buildings or Structures on Property: _____

Zoning Classification: _____ Lot Size: _____ Sq. Footage of Lot: _____

Ownership: Private: _____ Public: _____

Type of Improvement

New Building: _____ Garage: _____ Addition: _____ Storage Shed: _____ Fence: _____ Sign: _____ Deck: _____
Sidewalk: _____ Other: _____

(Please List)

Front Yard Width: _____ Side Yard Width: _____ Rear Yard Width: _____

Building Width: _____ Foundation: _____ Parking Spaces Provided: _____

Principal Use: _____ Accessory Use: _____

Beginning Construction Date: _____ Completion Date: _____ Cost of Improvement: \$ _____

Principle Type of Frame: Masonry: _____ Wood Frame: _____ Structural Steel: _____ Other: _____

Type of Water Supply: Public: _____ Private: _____ Type of Sewage Disposal: Public: _____ Private: _____

Required Attachments

- Site plan, drawn to scale, showing the location and dimensions of the proposed development, as well as the locations and dimensions of existing development and the location of structures on adjacent properties. Adjacent property owners shall sign, date, and note their approval or disapproval on the site plan.
- Property survey.
- For all structures of more than one story, a building plan showing elevation views.

THE APPLICANT CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE AND THAT THE ABOVE CONSTRUCTION WILL COMPLY WITH THE ZONING ORDINANCE IN ALL RESPECTS. ZONING PERMITS SHALL BE APPLIED FOR WITH THE ZONING/BUILDING OFFICIAL AND SHALL EXPIRE 1 YEAR AFTER THE DATE OF ISSUANCE IF WORK IS BEGUN WITHIN 180 DAYS OF ISSUANCE OR AFTER 180 DAYS IF NO SUBSTANTIAL BEGINNING OF CONSTRUCTION HAS OCCURRED. THE ZONING/BUILDING INSPECTOR FOR GOOD CAUSE MAY GRANT EXTENSIONS OF TIME IN WRITING.

Signature of Applicant

Contractor

The zoning variance/conditional use is: Approved: _____ Denied: _____ Permit Fee: \$ _____

**REQUEST FOR VARIANCE
RESIDENTIAL ZONING DISTRICTS
(Except Rural and Lake Zones)**

YARD AREA	REQUIRED DISTANCE	REQUESTED DISTANCE
Side Yard	5 feet for the first story, plus 3 feet for each additional story	
Side Yard	5 feet for the first story, plus 3 feet for each additional story	
Front Yard	25 feet	
Rear Yard	20 feet	

Note: All required yard areas shall be measured from the lot line and the main building (principal structure).

RELATED QUESTIONS
<p>1. Section _____ of the City’s Zoning Ordinance requires that no projection from a principal building be closer than two feet to any side lot line. (Note: This could include eaves, overhangs, chimneys, awnings, sills, buttresses, bay windows, air conditioning units, anything that extends beyond the wall of a building.) Does this request result in any projections from the principal structure? ___ Yes ___ No</p> <p>If yes, describe what will project from the walls of the building? _____</p> <p>_____</p> <p>How far will this projection extend? _____</p> <p>_____</p>
<p>2. Will the project result in the loss of any off-street parking area now available on the property? _____ If yes, please provide specific information: _____</p> <p>_____</p>
<p>3. Will the project result in the building extending out further than adjacent properties on the street side? _____ If yes, provide a site plan showing the location of building setbacks for adjacent properties.</p>
<p>4. Has the property been surveyed? ___ Yes ___ No A survey will be required for any project that results in less than the minimum required side yard.</p>

**REQUEST FOR VARIANCE
CITY OF CLEAR LAKE**

1. The undersigned is the owner of the following described property located in Clear Lake, Iowa, and is hereby requesting a Variance under the provisions of Section _____ of the City's Zoning Ordinance, for the purpose of: _____

2. What special conditions and circumstances exist which are unique to the land, structure, or buildings involved and which are not typically found in other lands, structures, or buildings in the same district? _____

3. How does the literal interpretation of the provisions of this Zoning Ordinance deprive the applicant of rights commonly enjoyed by other properties in the same district?

4. What unnecessary hardships will result if the Variance is not granted?

5. Has the applicant conducted improvements in the past or altered the shape of the lot for which he/she is applying for the Variance? _____

6. Are there alternatives available or modifications that could be made to the proposed project that would allow for its completion without a Variance? _____. If so, please detail: _____

7. In what year was the property purchased? _____