



APPLICATION FOR ZONING or SPECIAL USE PERMIT

DES MOINES COUNTY, IOWA

APPLICATION #: _____ DATE: _____

PROJECT ADDRESS or LEGAL DESCRIPTION	TOWNSHIP <small>(Concordia, Flint River, Tama, or Union)</small>
NAME OF OWNER	PHONE NUMBER
ADDRESS <small>(Street, City, Zip Code)</small>	
E-MAIL <small>(optional)</small>	
NAME OF BUILDER <small>(if different)</small>	PHONE NUMBER
ADDRESS <small>(Street, City, Zip Code)</small>	
E-MAIL <small>(optional)</small>	
ZONING DISTRICT	
<input type="checkbox"/> A-1 <input type="checkbox"/> R-1 <input type="checkbox"/> R-1A <input type="checkbox"/> R-2 <input type="checkbox"/> C-1 <input type="checkbox"/> I-1 <input type="checkbox"/> FP Overlay <input type="checkbox"/> PUD Overlay	
FLOODPLAINS (FEMA)	
FIRM MAP NUMBER:	IN A FLOODWAY? <input type="checkbox"/> YES <input type="checkbox"/> NO
FLOOD ZONE: <input type="checkbox"/> ZONE A <input type="checkbox"/> ZONE AE <input type="checkbox"/> ZONE AH <input type="checkbox"/> ZONE X	
<i>If any construction will occur in a Flood Zone other than Zone X, you must apply for a Floodplain Development Permit on a separate application form. Substantial restrictions exist for any new development in a Floodway.</i>	
WATER SYSTEM	SEWER SYSTEM
<input type="checkbox"/> Municipal <input type="checkbox"/> Rural Water <input type="checkbox"/> Well	<input type="checkbox"/> Municipal <input type="checkbox"/> Cluster <input type="checkbox"/> Septic

CLASS OF WORK

New Structure Addition to Structure Relocate Structure Change of Use

DESCRIPTION OF WORK *(or attach a separate letter if needed)*

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LIST OF PROPOSED STRUCTURES / ADDITIONS

	Type of Structure/Use	Dimensions	Estimated Value
Structure #1			\$
Structure #2			\$
Structure #3			\$

SITE AND STRUCTURAL STANDARDS *(May be furnished by Land Use Administrator)*

LOT TOTAL	Minimum	Maximum	Proposed
Lot Area <i>(in SF or Acres)</i>		X	
Lot Width <i>(in feet)</i>			
Off-Street Parking Spaces			
Lot Coverage (%)	X		
STRUCTURE #1	TYPE OF STRUCTURE <i>(Principal or Accessory)</i>		
	Minimum	Maximum	Proposed
Stories/Height <i>(please list both)</i>	X		
Front Setback <i>(in feet)</i>		X	
Side Setback <i>(in feet)</i>			
Rear Setback <i>(in feet)</i>			
STRUCTURE #2	TYPE OF STRUCTURE <i>(Principal or Accessory)</i>		
	Minimum	Maximum	Proposed
Stories/Height <i>(please list both)</i>	X		
Front Setback <i>(in feet)</i>		X	
Side Setback <i>(in feet)</i>			
Rear Setback <i>(in feet)</i>			

PLEASE ATTACH THE FOLLOWING

- Site Plan Building Floor Plan

Fee (non-refundable) – based on project type:

Permitted Use

Special Use

- Minor Site Plan Review
 Includes a Principal Use – \$40
 Accessory Use(s) Only – \$25
 Major Site Plan Review – \$75

- All Special Uses – \$150

Note: Additional information is required for Major Site Plans and Special Uses. Please see Division 110, Section C(2) of the Zoning Ordinance.

***Please make all checks payable to "Des Moines County".

OTHER PERMITS REQUIRED (if applicable)

- Floodplain Development Airport Height Variance
Permit #: _____ Permit #: _____ Permit #: _____
 Entrance Permit – Des Moines County Secondary Roads Department
 Well Permit, and/or Septic Permit – Des Moines County Health Department
 Storm Water Pollution/Erosion Control Plan – Iowa Department of Natural Resources
 Other – Please Specify: _____



An application is hereby made for the approval of a Zoning or Special Use Permit.

Signature of Applicant: _____

Signature of Administrator: _____

Date: _____

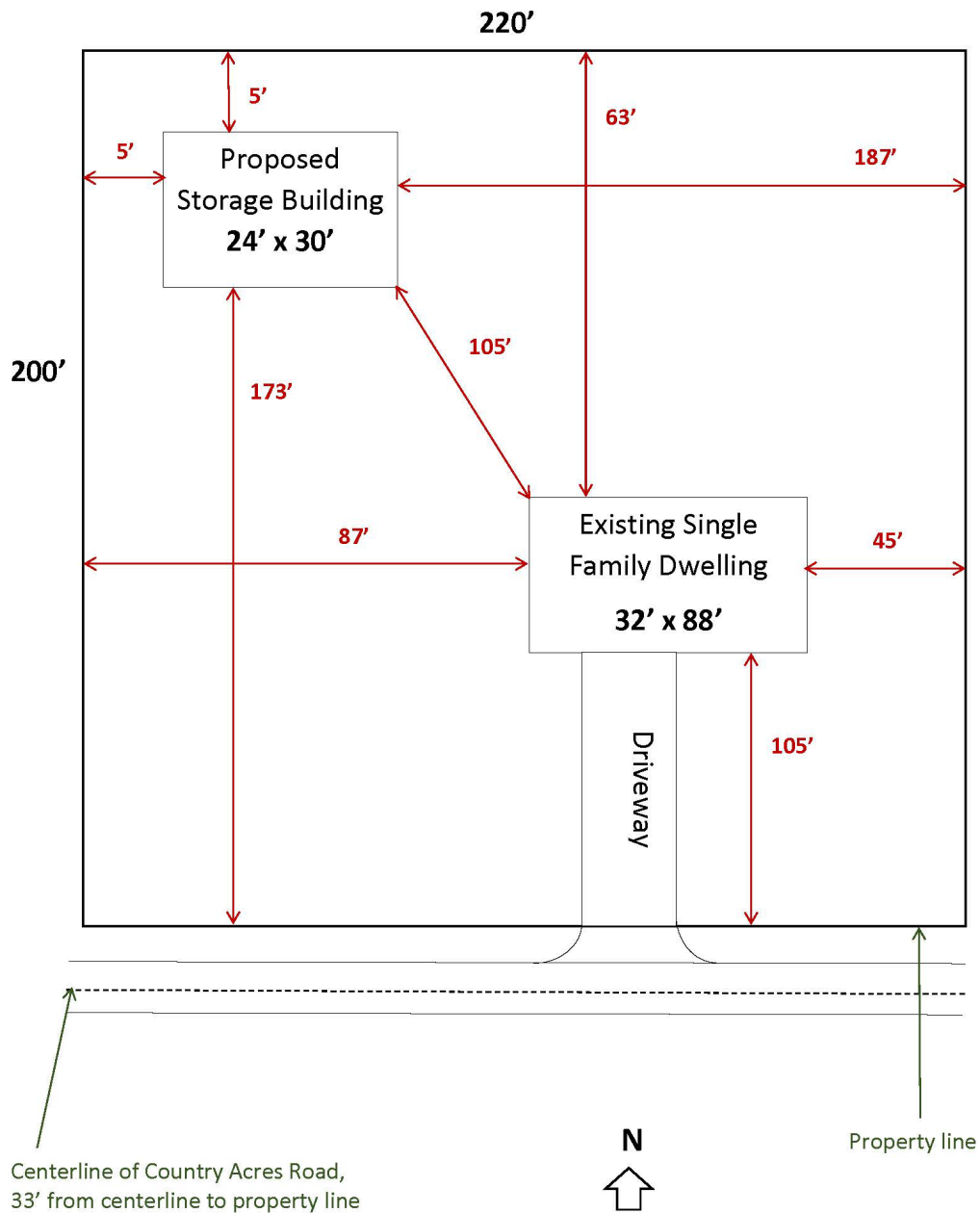
Note: For the specific regulations, please refer to the Des Moines County Zoning Ordinance. Submittal of an application does not guarantee approval.

Construction of any permitted structures must begin within 6 months of the date approval, and be completed within 1 year of approval. Please contact the Administrator when work is complete, or if special circumstances require an extension.



RETURN COMPLETED FORM TO
Des Moines County Land Use Administrator
c/o SEIRPC
211 North Gear Avenue, Suite 100
West Burlington, IA 52655
(319) 753-4313 or 753-4321

EXAMPLE OF SITE PLAN FOR ZONING PERMIT



BE SURE TO SHOW THE FOLLOWING ON YOUR SITE PLAN:

- * All Existing and Proposed Buildings
- * Dimensions of Property
- * Setbacks from Property Lines
- * Distance between Buildings/Structures
- * Width of Road Right-of-Way
- * North Arrow

ZONING PERMIT APPLICATION - INSTRUCTIONS

PAGE 1:

- Enter the name and contact information for the property owner, as well as the builder/developer (if different than the owner). Also provide information on the location of the property where the development will occur.

PAGE 2:

- For 'Zoning District', please consult the Official Zoning Map available at <https://www.desmoinescounty.iowa.gov/117/Land-Use>, or use the interactive GIS map at <https://www.dmcgis.com/>. Otherwise, the Administrator may furnish this information.
- For 'Floodplains (FEMA)', you may use the same interactive GIS map, or the Administrator may furnish this information. If your property is located in a Special Flood Hazard Area, you will be required to also obtain a Floodplain Development Permit.
- For 'Class of Work', select any and all classes that apply. In the 'Description' box, please provide a brief summary of the project and what kind of work it entails. If multiple structures will be constructed or altered as part of the same project (at roughly the same time), these may all be included on the same permit application.
- For 'List of Proposed Improvements', please provide the type/use of each structure to be constructed or altered, along with its dimensions and estimated value. If only one structure is involved, the remaining rows should be left blank.
- For 'Site and Structural Standards', the Administrator will furnish the 'Minimum' and 'Maximum' values from the Zoning Ordinance, and use the application materials (including the required attachments for 'Site Plan' and 'Building Floor Plan') to enter the 'Existing/Proposed' values. If more than two structures are involved, the Administrator will supply a second copy of this page.
- For the required attachments, a sample Site Plan has been provided with this application form. Please make sure that all setbacks are measured from the right-of-way line, rather than the edge of pavement or road centerline.
- The requirement for a Building Floor Plan may be waived in the case of a simple accessory building used for storage.
- An Erosion Control Plan is required whenever a development results in more than 1 acre of ground being disturbed during construction. The applicant must submit an application for NPDES General Permit No. 1 to the Iowa Department of Natural Resources (IDNR), and provide a copy of the Erosion Control Plan to the Land Use Administrator.

<https://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Permits-Guidance-Forms>

PAGE 3 – OTHER PERMITS REQUIRED:

****For copies of other Land Use permit applications, along with maps and ordinance documents, please consult <https://www.desmoinescounty.iowa.gov/117/Land-Use>.*

- *****Home Occupation Permit:** If a newly constructed dwelling will contain a business operation as an incidental, secondary use of the property, a Home Occupation Permit is required. Depending on the nature of the business activity, a Special Use Permit may be required, in place of a Zoning Permit.
- *****Floodplain Development:** If your property is located in a Special Flood Hazard Area, you must obtain a Floodplain Development Permit.
- *****Airport Height Zone Permit:** Depending on the nature of your proposed development, if your property is located south of Burlington and within 3 miles of the Southeast Iowa Regional Airport, you may need to obtain an Airport Height Zone Permit.

- *****Variance Permit:** If your proposed development will not comply with all of the requirements of the Des Moines County Zoning Ordinance, you may request a variance for the noncompliant item(s), on condition of approval by the Board of Adjustment. A separate application is available for Variance requests.
- **Entrance Permit:** If a new entrance from a County Road is required, you must contact the appropriate authorities. For entrance permits along a county road, contact the Des Moines County Secondary Roads Department (319)-753-8241. For entrance permits along a state highway contact the Iowa Department of Transportation (319)-752-6065.
- **Well Permit:** If you are drilling a new well, you will need to apply for a well permit with the Des Moines County Health Department (319)-753-8217.
- **Septic Permit:** If you are going to construct, alter or repair a septic system (tank, leach field, or tank and leach field) you will need to apply for a septic permit, in addition to your well permit with the Des Moines County Health Department (319)-753-8217.
- **Strom Water Pollution/Erosion Control Plan:** An Erosion Control Plan is required whenever a development results in 1 or more acres of ground being disturbed during construction. The applicant must submit an application for NPDES General Permit No. 2 to the Iowa Department of Natural Resources (IDNR), and provide a copy of the Erosion Control Plan to the Land Use Administrator.

<https://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Permits-Guidance-Forms>