

**CITY OF FOREST CITY, IOWA**

**APPLICATION FOR VARIANCE REQUEST TO THE  
BOARD OF ADJUSTMENT**

**A. BASIC INSTRUCTIONS:**

- I. Prior to board action, there shall be no construction or alteration on the proposed site of the variance.
- II. At least eight (8) days in advance of the scheduled Board of Adjustment meeting, in which a case shall be reviewed, the building or addition must be staked for Board members to review.
- III. A rough layout of the proposed development showing lot lines, streets, dimensions and other appropriate data shall be attached to this application.
- IV. In order for the Board of Adjustment to fully assess this application, all questions must be answered as accurately and completely as possible.
- V. Demonstration of Compliance:
  - 1. A written application for a variance is submitted demonstrating:
    - a. What special conditions and circumstances exist which are peculiar to land, structure or building involved, and which are not applicable to other lands, structures, or buildings in the same district?
    - b. How does the literal interpretation of the provisions of this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance?
    - c. What special conditions and circumstances do not result from the actions of this applicant?
    - d. How doesn't the granting of the variance requested confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district?

---

*(Office Use Only)*

Case Number \_\_\_\_\_

BOA Meeting Date \_\_\_\_\_

Name/Address \_\_\_\_\_

**APPLICATION FOR VARIANCE REQUEST TO THE  
BOARD OF ADJUSTMENT (cont.)**

**A. PLEASE PROVIDE THE FOLLOWING INFORMATION:**

- VI. The undersigned is the owner of the following described property located in Forest City, Iowa, and is hereby requesting a variance under the provisions of Ordinance No. \_\_\_\_\_ of the City for the purpose of:
  
- VII. Describe any irregularities in your lot (peculiar shape, narrowness, contours, etc.) or buildings that prohibit your building or improvement without a variance:
  
- VIII. Provide examples of properties in your area that are enjoying the benefits for which you are applying:
  
- IX. Have you conducted improvements in the past or altered the shape of the lot for which you are applying for a variance (if so, please explain):
  
- X. In what year was the property purchased: \_\_\_\_\_
  
- XI. Legal description of Property:
  
  
- XII. Layman's description or address:
  
  
- XIII. Zoning District: \_\_\_\_\_
  
- IX. Site Conditions:
  - a. Land Topography: \_\_\_\_\_
  - b. Available Utilities: \_\_\_\_\_
  - c. Present Use: \_\_\_\_\_
  - d. Proposed Use: \_\_\_\_\_
  
- X. Owners of Record:
  - a. Name: \_\_\_\_\_
  - b. Tele No.: \_\_\_\_\_
  - c. Address: \_\_\_\_\_
  
- XI. On a separate sheet of paper, please provide written application for variance (see Instructions – Item V):