

CITY OF FOREST CITY, IOWA
Application for Zoning Compliance Certification

Please remit the correct fee with your Zoning Compliance Certification Application. (See permit fees on page 2)

Applicant _____
Address _____

Date _____
Phone _____
County _____

I hereby request a Zoning Compliance Certificate to build or alter buildings or structures at the following address:

Improvements Proposed: _____
Cost of Improvements: _____
Contractor Name/Address _____

Legal Description of Property: _____

Dimension of Lot: _____ Zoning District: _____
Amount of open space between lot line and foundation in:
▪ Front Yard: _____
▪ Side Yard: _____
▪ Rear Yard: _____

Please answer the following:

- Will there be signs posted or maintained on the property (Y/N) _____
 - How many spaces of off-street parking do you have (# of spaces) _____
 - Will there be off-street loading that may block public right of way (Y/N) _____
 - Property located in flood plain area (Y/N) _____
 - Use of building _____
(Principal – ex house/business, Accessory – ex storage/garage, Deck or Fence)
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By my signature below, I am certifying that the above information is true and accurate, and that the above construction and use will comply with the zoning ordinance in all respects.

Signature of Applicant

NOTE: Please map out your project on page 3 of this form, and please flag/stake the proposed project and property lines at your property. DO NOT START your project until you receive signed authorization or verbal approval by City administration, stating you may proceed with your project

DIRECTIONS FOR BUILDING APPLICATION FOR RESIDENTIAL DISTRICTS

- **Permit Fee** – The initial fee for a building permit is \$35, which should be remitted with your application. If your project is not started and completed within the appropriate time frame, the fee is \$50 to reapply. If necessary, the fee to reapply again is \$100 and requires Council approval. If Board of Adjustment approval is needed, the cost of that application is \$230.
- **Length of Permit:** Zoning/building permits shall expire two years 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. Extensions of time may be granted in writing by the Zoning/Building Administrator for good cause.
- **Legal Description of Property:** This can be obtained from the County Assessor’s Office or from your abstract.
- **Dimension of Lot:** Obtained from the County Assessor’s Office or abstract.
- **Zoning District:** Please check zoning map at City Hall to determine the zoning district.
- **Measuring setback:** Locate your property line pins to the best of your ability. Setbacks begin from your property line. Using the Beacon website at <https://beacon.schneidercorp.com/> may be beneficial.
- **Front Yard:** “Front Yard” means a yard across the full width of the lot extending from the front line of the main building to the front line of the lot. 20 feet of open space is required.
- **Side Yard:** “Side Yard” means a yard between the main building and the side line of the lot, and extending from the front yard line to the rear yard line. 6 feet of open space is required.
- **Rear Yard:** “Rear Yard” means a yard extending the full width of the lot between a main building and the rear lot line. 20 feet of open space is required for principal building. 6 feet of open space for an accessory building is required.
- **Corner Lots:** If your property is located on a corner, a 20’ setback is required on 3 sides of your property.
- **Signs:** Residential Zones – Off premises signs are not permitted. Contact the Clerk’s Office for other regulations.
- **Off Street Parking:** Two parking spaces are required for each dwelling unit.
- **Off Street Loading:** N/A
- **Principal Use:** Single and Multi-Unit Dwellings in the Residential Districts.
- **Accessory Use:** For unattached garages and storage sheds. If your proposed building is greater than 10’ x 12’, a zoning permit is required. Accessory buildings located in the rear yard may not occupy more than 35 percent of the rear yard and the aggregate of all accessory buildings shall not exceed 900 square feet.
- **Flood Plain:** Please note if your property is in a flood plain area.
- **Height:** No building shall exceed 35 feet in height. No Accessory building shall exceed 18 feet in height.
- **Denial of Permit:** A permit may be denied due to any nuisance condition or unresolved violations of any ordinance, past-due utility bill, past-due invoices or delinquent special assessments on the property)
- **In addition, please note that Residential & Commercial Improvements may be Eligible for Tax Abatement. Applications are available at City Hall.**

If you have any questions, please give us a call at 641-585-3574, or come to City Hall at 305 North Clark Street, Forest City, Iowa, for assistance.

PLAT DRAWING OF PROPOSED PROJECT

Applicant is to set out in the plat the size and width of lot where building is to be located. Be sure to give all dimensions from the foundation of each structure to the lot lines. Also give the size and height of each building. All dimensions are to be given in feet and inches.

Principle Type of Frame _____
(Masonry, Wood, Steel, Other)

Please show distance from property lines and mark the meter socket location.

