



CITY OF  
**GRIMES**  
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**BOARD OF ADJUSTMENT**  
**APPLICATION FOR**  
**INTERPRETIVE REVIEW**

Applications are due the first of the month at  
12:00 p.m. to be added to the next BOA agenda.

You are required to attend your hearing—by agent or  
in person. Please read application thoroughly. The  
City has the right to refuse an incomplete application.

## INSTRUCTIONS FOR REQUIRED INFORMATION

### *NO REQUEST FOR INTERPRETIVE REVIEW CAN BE ACCEPTED FOR FILING UNLESS ALL OF THE REQUIRED INFORMATION IS PRESENTED*

**1. GENERAL INFORMATION.** The Grimes Board of Adjustment (BOA) is a five-member quasi-judicial body authorized by Iowa law and by Ordinance to hear requests for interpretive review and to make decisions on said requests where it is alleged there is an error in any order, requirement, decision, or determination made by the Development Services Director in the administration and enforcement of the Zoning Ordinance, Chapter 165.37.

**2. MEETING DATES.** The Board of Adjustment meets at 5:30 p.m. on the third Tuesday of each month. Submittal of all the information does not in any way guarantee that the application will be placed on the next available BOA agenda. All BOA meetings are open to the public and are held in the Council Chambers of City Hall, 101 NE Harvey Street, Grimes, Iowa.

**3. FILING DEADLINE:** The deadline to file a request for interpretive review with the BOA is ten (10) days following the decision by the Development Services Director. A case will then be created for the next BOA meeting. All materials must be filed in the Development Services Department office at 410 SE Main Street Suite 102, Grimes, Iowa.

**NOTE: Be sure that you have all required materials at that time. Failure to do so may result in your request for interpretive review being delayed to the next regularly scheduled meeting.**

**4. FILING FEE:** A filing fee is required at the time the materials are filed with the Development Services Department office. The fee covers administrative expenses and legal notification of surrounding property owners within 250 feet of the property in question. No request for interpretive review is to be considered filed until this fee is received. The fee is \$25.00 to request a variance and payment must be submitted with the application. The fee shall be paid at the Development Services Department office, 410 SE Main Street Suite 102. Make all checks payable to the City of Grimes. The fee is nonrefundable.

**5. SUPPORTING INFORMATION FORM:** The Board of Adjustment is authorized to review appeals when it is alleged there is an error in any order, requirement, decision, or determination made by the Development Services Director in the administration and enforcement of a provision of the Zoning Ordinance. The Supporting Information form must be completely filled out in order to process the request for interpretive review.

**6. ADDITIONAL INFORMATION:** If you have questions about this form, or should you require additional information regarding the request for interpretive review process, please contact the Development Services Department at (515)986-4050.

CASE NO. \_\_\_\_\_  
(City use only)

### REQUEST FOR INTERPRETIVE REVIEW

All required information must be presented before acceptance of request.  
**The applicant must complete all sections in bold for review to begin.**

Please type or print:

**1. Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Telephone Number:** \_\_\_\_\_  
(Home) (Work)

**E-Mail Address:** \_\_\_\_\_

**2. Location of Property**

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Zoning Classification:** \_\_\_\_\_

**This form cannot be processed until all required materials are submitted. In addition to this application, the following information is required for submission. On a separate sheet of paper please type or print the following:**

**3. Response to the attached Supporting Information Form**

**4. Application fee**

An application is not considered filed until filing fee is paid.

Appeals to the Board of Adjustment may be taken by a person aggrieved or by any official, department, and board of the city affected by any decision of the Development Services Director.

An appeal stays all proceedings in furtherance of the action appealed from, unless the Development Services Director certifies to the Board of Adjustment after notice of appeal shall have been filed that by reason of facts stated in the certificate a stay would in the opinion of the department cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the BOA or by a court of record on application, on due cause shown.

This request for interpretive review will not be granted unless sufficient facts are presented in this application and at the BOA hearing to support a positive finding by the BOA.

**I (We) certify that I (We) have submitted all the required information for a request for interpretive review and that such information is factual.**

**Signed by:** \_\_\_\_\_ **on date:** \_\_\_\_\_  
(Owner)

**Or:** \_\_\_\_\_ **on date:** \_\_\_\_\_  
(Owners Agent)

## SUPPORTING INFORMATION FORM

The BOA must find that the request for interpretive review meets the criteria stated below. On a separate piece of paper, address each issue as it pertains to your request:

1. **General description of request that has been denied.**
2. **The applicant must show that the decision of the Community Development Director is inconsistent with the provisions of the zoning ordinance.**
3. **The applicant must show that the request does not affect the health, safety and general welfare of those people living or working in the adjoining or surrounding properties.**

The Board of Adjustment may require additional documentation in order to consider the request for interpretive review.