



DEVELOPMENT SERVICES

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

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**BOARD OF ADJUSTMENT**  
**APPLICATION FOR**  
**SPECIAL USE PERMIT**

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 SPECIAL USE PERMIT CAN BE ACCEPTED FOR FILING UNLESS ALL OF THE REQUIRED INFORMATION IS PRESENTED***

**1. GENERAL INFORMATION.** The Grimes Board of Adjustment (BOA) is empowered by Iowa law and by Ordinance to hear requests for special use permits and to make decisions on said requests pertaining to the Zoning Ordinance, Chapter 165.37, and for certain exceptions to the district regulations. The BOA is a five-member quasi-judicial body with authority to review the conformity of the proposed building or use with the standards of the comprehensive plan and recognized principals of land use planning. The BOA may approve the special use permit as submitted, or before approval, may require that the applicant modify, alter, adjust, or amend the proposal as the BOA deems necessary to preserve the intent and purpose of the zoning ordinance in order to promote the health, safety, and general welfare of the community.

**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.

In the case of a special use permit that also requires the construction or modification of the site or building, the applicant may also be required to seek approval of the construction or modification from the Planning & Zoning Commission.

**3. FILING DEADLINE:** The deadline to file an application for a special use permit with the BOA is 12:00 p.m. the first day of the month of the board meeting. All materials must be filed in the Development Services Department office at 410 SE Main Street Suite 102.

**NOTE: Be sure that you have all required materials at that time. Failure to do so may result in your special use permit hearing 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 special use permit is to be considered filed until this fee is received. The fee is \$25.00 to request a special use permit 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. SITE PLAN:** The applicant must submit a site plan that clearly shows the property in relationship to adjacent properties and uses. The site plan should be drawn to scale, and should be a reproducible, black line drawing no larger than 24" x 36" *{Use of an actual*

*property survey is suggested but not required.*) The site plan shall include the following information:

- a) Property lines and dimensions
- b) Location and size of all existing and proposed structures (buildings, driveways, parking lots, sidewalks, fences, etc.)
- c) Required setback and buffer location(s)
- d) Any other pertinent information necessary to fully understand the need for a special use (e.g. adjacent uses, adjacent zoning classifications, etc.)

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

### APPLICATION FOR SPECIAL USE PERMIT

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

**Please type or print:**

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

**Appellant 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. Site plan drawn to scale**

This plan shall be no larger than 24" x 36" and easily reproducible.

**5. Application fee**

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

The BOA may grant a special use permit provided the BOA can make a finding that the use will not adversely affect the health, safety and general welfare of the community and may require the applicant to modify, alter, adjust or amend the proposal as the BOA deems necessary to preserve the intent and purpose of the Zoning Ordinance.

This request for special use 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. In support of this permit application, a Supporting Information Form shall be completed by the applicant(s).

Approval of this request for special use by the Board of Adjustment in no way absolves the applicant from subsequently obtaining the necessary development approvals, such as site plan, building permits, etc. from the City of Clive or any other applicable agency.

**I (We) certify that I (We) have submitted all the required information for a special use permit and that such information is factual.**

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

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

## SUPPORTING INFORMATION FORM

The Board of Adjustment is authorized to grant a special use permit provided that the provisions of the proposed use adequately safeguard the health, safety, and general welfare of persons residing or working in adjoining or surrounding property. The BOA must find that the special use permit meets the criteria stated below. On a separate piece of paper, address each issue as it pertains to your request:

**I. The applicant must show the proposed location, design, construction, and operation of the particular use will adequately safeguard the health, safety, and general welfare of those people residing or working in the adjoining or surrounding property.**

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**II. The applicant must show that such use is in conformity with the Comprehensive Plan, and any other applicable City ordinances or regulations. Furthermore, the authorized use will not impede the normal and orderly development and improvement of the surrounding property as envisioned in the Comprehensive Plan.**

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**III. The applicant must show that such use shall be compatible with the neighborhood and surrounding use of land by its construction, architecture, and site improvements.**

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**IV. The applicant must show that such use will not unduly burden public utilities, increase congestion in the streets, or impact the ability to adequately safeguard the public of danger of fire and emergencies.**

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**V. The applicant must show that such use shall not impair an adequate supply of light and air to surrounding property.**

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**VI. The applicant must show that such use shall not diminish or impair established property values in adjoining or surrounding property.**

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Supporting evidence from a professional appraiser, realtor, engineer, architect or other professional may be necessary to support the issuance of a special use permit. The Board of Adjustment may require additional documentation in order to grant a special use permit.