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	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: SPECIAL EXCEPTION OR VARIANCE APPROVAL

Application is hereby made for approval of a:

☐ **Special Exception** (reduction of required setback by 50% or less).

☐ **Variance** (reduction of required setback by more than 50%).

on property located at (street address if available or layman's description):

Parcel Number: _____

Subdivision name and lot number (if applicable): _____

Current Zoning: _____ **Proposed Use of the Structure:** _____

	Front	Side	Side	Rear
Required Setback:	_____	_____	_____	_____
Requested Setback:	_____	_____	_____	_____

On a separate sheet, using the standards set forth in the Unified Development Ordinance, explain how or why this request satisfies the practical difficulty criteria in section 8:1.28(E)(2)(a)-(f) if applying for a special exception, **OR** the unnecessary hardship criteria in section 8:1.28(D)(2)(a)-(e) if applying for a variance.

PLEASE PRINT OR TYPE

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the PDS department's electronic submission guidelines (see below). Preference is that electronic submission is provided prior to hard copy submission, or the day after the posted submission deadline.

Initial each item below to confirm that you are aware of the submittal requirements for an application to be considered complete.

- _____ A letter of intent explaining the nature of the request, as well as detailing practical difficulty (for special exceptions) or unnecessary hardship (for variances) as outlined in the ordinance.
 - **For Special Exceptions**: the practical difficulty standards are set forth in section 8:1.28(E)(2)(a)-(f) of the Unified Development Ordinance. You must explain direct answers as to how or why this request satisfies ALL practical difficulty criteria listed in this section of the ordinance.
 - **For Variances**: the unnecessary hardship standards are set forth in section 8:1.28(D)(2)(a)-(e) of the Unified Development Ordinance. You must provide direct answers as to how or why this request satisfies ALL hardship criteria listed in this section of the ordinance.
- _____ The names and addresses of owners of all property within five hundred (500) feet of the parent property or parcel.
- _____ Application Fee (\$175) is due at the time of submittal.
- _____ Before an application for variance or special exception can be accepted, there must be a complete building permit on file with the Planning, Development, Sustainability Office.
 - Complete permits must include building plans, and a plot diagram showing the location of proposed buildings with all setbacks from lot lines and the Right-Of-Way line clearly marked.
- _____ The corners of the building and the lot pins for the property must be clearly marked for a site inspection.

(Optional) Electronic Submission Requirements – If an electronic submission of a building site plan or other line work related to a variance or special exception is being submitted, it should conform with the following:

- _____ Electronic or digitized copy (CAD line work or GIS geodatabase) of proposed plat in .dwg format (.dxf is also acceptable if .dwg is not an option. No .zip files will be accepted).
 - Submission must be saved in AutoCAD 2007 or older format
 - Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
 - If applicable, submission **should** include existing structures (if any), property lines, road right-of-way lines, required setback lines, and requested setback lines.
 - Submission **should NOT** include legends, legal descriptions, location maps, signature blocks, etc.