

Office Use Only		\$	
	<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 requirement by 50% or less)**
- Variance (reduction of requirement by more than 50%)**
- Variance from Floodplain Management Regulation**
- Modification of Subdivision Regulations**

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

Parcel Number: _____

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

For setback reduction requests (Special Exception or Variance) – complete the following:

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

***Note:** On a separate sheet you must explain how or why this request satisfies the practical difficulty, unnecessary hardship, or exception hardship criteria – as applicable. The location of these criteria in the Unified Development Ordinance is outlined on page 2 of this application.*

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](#)

Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office (913 South Dubuque Street, Iowa City, IA 52240)

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. Preference is that electronic submission is provided prior to hard copy submission, but will be accepted until 12:00 p.m. the day after the submittal deadline.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Items Required	Electronic Copy (PDF unless otherwise noted)	Hard Copy
Application Fee (varies based on application. Fee: \$ _____)		
This application form with all information completed		(2)
<p>Brief cover letter 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 sections listed below:</p> <ul style="list-style-type: none"> • <u>For Special Exceptions</u>: 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. • <u>For Variances</u>: 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. • <u>For Variances from Floodplain Management Regulations</u>: the exceptional hardship standards are set forth in section 8:4.11.C and D.2.a.i-xiii 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. • <u>For Variances from Subdivision Regulations</u>: the unnecessary hardship standards are set forth in section 8:1.27.F.12.a and 8:1.28.G 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. 		
<p><u>For setback reduction requests</u>: A complete building permit must be on file with the PDS Department before an application to reduce zoning requirements will be accepted.</p>		