

Exception to Parking Area Dimensions

Application Packet

1. **Application Packet.** *Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your appeal until the application is complete.*

The "Application Packet" for an *Exception to Parking Area Dimensions* includes the following:

- Application Form (*This form must be filled out completely for all applications*)
 - Supporting Information (*Each "Criteria" listed must be addressed*)
 - Site Plan Checklist (*Use this Checklist to prepare the Site Plan*)
 - Adjoining Property Owner Support Statement (*Completion of this form is optional*)
2. **Board Meetings.** The *Zoning Board of Adjustment* considers the facts presented by the appellant in the application and testimony given under oath at the public hearing, and makes the final decision, based on the standards in the Ordinance. The ***Board meets on the second Wednesday of the month at 6:00 p.m. in the City Council Chambers.*** Additional meetings may be held on the fourth Wednesday of the month from April through October.
 3. **Application Process/Fee.** *The process for an Exception is as follows:*

VARIANCE, EXCEPTION, AND SPECIAL HOME OCCUPATION APPLICATION PROCESSING SCHEDULE				
Submittal Date	Notice of Application Completeness	Staff Comment to Applicant	Additional Information Submitted (if applicable)	Zoning Board of Adjustment Review
Determined by applicant	Within 3 working days of submittal	Within 3 working days of notice of complete application	Determined by applicant	Between 12 & 26 days after final revisions submitted, or after request to process as is.
	If application is incomplete, process begins anew on submittal date of new information.	If no additional information required, project will be scheduled for ZBA review within 12-26 days of final staff comments.	Staff response to additional information within 3 working days of submittal. Applicant may provide information or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.

All required information and materials must be filed with the:

Department of Planning & Housing
City Hall – Room 214
515 Clark Avenue, P.O. Box 811
Ames, Iowa 50010

The filing fee is required at the time the application is submitted. The amount of the filing fee is available from the City Clerk's Office or from the Department of Planning and Housing.

4. **Site Plan and Architectural Elevations.** The applicant shall submit a *Site Plan*, drawn to scale, that clearly shows the minor area modification being sought. The *Site Plan* shall be a reproducible, black line drawing on a sheet of paper no larger than 11" x 17". If a *Major or Minor Site Development Plan* was submitted as part of the development approval process for the subject property, then that *Major or Minor Site Development Plan* should be submitted with the application for an "*Exception to Parking Area Dimensions*".

Architectural elevations also should be submitted, where appropriate, to assist the Board in making its decision. These architectural elevations should be black line drawings, drawn to scale on a sheet of paper no larger than 11"x17".

5. **Photos and Exhibits.** Materials submitted with the application or presented as evidence during the public hearing ***will not be returned*** and must be kept as part of the public record.
6. **Notification.** The City will mail a notice to all property owners within 200 feet of the property that an appeal for an "*Exception to Parking Area Dimensions*" has been filed. This notification is done so that concerned individuals will have an opportunity to learn about what is being proposed and can present information on this matter to the Zoning Board of Adjustment.

**IF YOU HAVE QUESTIONS ABOUT COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING,
OR THE CITY CLERK'S OFFICE.**

Department of Planning and Housing: 515-239-5400/515-239-5404 FAX

City Clerk's Office: 515-239-5105/515-239-5142 FAX

E-mail: planning@cityofames.org

Exception to Parking Area Dimensions

Application Form

(This form must be completely filled out before the application will be accepted)

1. **Property Address** for this *Exception to Parking Area Dimensions*:

2. **Legal Description (attach if lengthy):**_____

3. *I (We) the undersigned, do hereby respectfully appeal to the Ames Zoning Board of Adjustment to grant an "Exception to Parking Area Dimensions" to the Zoning Ordinance to allow the issuance of a Zoning Permit to permit:*

4. The **Zoning Permit was refused** because:_____

5. **Property Owner:** _____

Business:_____

Address:_____

(Street)

(City)

(State)

(Zip)

Telephone:_____

(Home)

(Business)

(Fax)

6. **Applicant:** _____

Business: _____

Address:_____

(Street)

(City)

(State)

(Zip)

Telephone:_____

(Home)

(Business)

(Fax)

7. **Contact Person:** _____

Business: _____

Address:_____

(Street)

(City)

(State)

(Zip)

Telephone:_____

(Home)

(Business)

(Fax)

E-mail address: _____

This appeal will not be granted unless sufficient facts are presented in this application to justify the exception in light of the standards and to show that the granting of the “*Exception to Parking Area Dimensions*” relates to the intent and purposes of the Zoning Ordinance and the Land Use Policy Plan.

Approval of the “*Exception to Parking Area Dimensions*” by the Zoning Board of Adjustment in no way absolves the applicant from subsequently obtaining the necessary building permits or other permits from the City of Ames or from other applicable agencies.

I (We) certify that I (we) have been denied a Building/Zoning Permit, that I (we) have submitted all the required information to appeal for an “Exception to Parking Area Dimensions”, and that said information is factual.

Signed by: _____ **Date:** _____
Property Owner(s)

Print Name

(Note: No other signature may be substituted for the Property Owner’s Signature.)

Exception to Parking Area Dimensions

Supporting Information

(This form must be filled out completely before your application will be accepted)

Section 29.406(9)(c) of the Municipal Code states: "...In circumstances where a strict application would result in unnecessary practical difficulties, the **Zoning Board of Adjustment** may, after notice and hearing, authorize such specific, limited exceptions to the above table of dimensions [see Table 29.406(9)-1 and Table 29.406(9)-2] as it shall find warranted and consistent with:

- (i) **adequate space for maneuvering of trucks, vans and full-sized passenger vehicles."**

1. Exception to Parking Area Dimensions. The Zoning Board of Adjustment shall review each application for the purpose of determining that the criteria for granting an exception to the minimum required parking dimensions are satisfied. An "*Exception to Parking Area Dimensions*" shall be granted only if the following standards are satisfied:

- (i) ***Adequate space is provided for maneuvering of trucks, vans and full-sized passenger vehicles.***

Explain how the request meets this standard.

Note: The applicant's explanation of how the request meets each of the standards may be attached on a separate sheet if sufficient space is not provided.

Exception to Parking Area Dimensions

Site Development Plan Checklist

(This form must be filled out completely before your application will be accepted)

The applicant shall provide seven (7) copies of a Site Development Plan, which includes the information described below, as set forth in Section 29.1502 of the Zoning Ordinance.

- ☐ Seven (7) copies of a Site Development Plan, drawn to scale on a sheet not to exceed 24" x 36", and one (1) reduced copy no larger than 11" x 17".
- ☐ The Site Development Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect. The site plan must be certified as "substantially correct" by a Professional Engineer, Land Surveyor, Landscape Architect, or Architect, licensed by the State of Iowa, ***showing the following information as of the date of the application.***

Note: With approval by City staff prior to submitting the Site Development Plan, it may be possible to exclude some of the following items from the Site Development Plan. Please place a check mark in the box in front of each item that is included as part of the application materials submitted for approval.

- ☐ Name(s) and address(es) of the applicant(s)
- ☐ Name(s) and address(es) of the owner(s) of record of the property
- ☐ Name and address of the person or firm preparing the site plan
- ☐ Property address(es)
- ☐ Date of preparation
- ☐ North Arrow
- ☐ Scale: The scale shall not be less than 1"=10', and no greater than 1"=60', unless an alternate scale is approved by the Director of the Department of Planning and Housing
- ☐ Legal Description
- ☐ Dimensions of the present lot and lot area, to the nearest tenth of a foot

- ☐ Size and location of all existing and proposed buildings, additions, structures and uses, including:
 - ☐ Setback distance to property lines
 - ☐ Exact exterior dimensions of each building
 - ☐ Location of entrances
 - ☐ Number of dwelling units
 - ☐ Square footage of each type of use
 - ☐ Zoning designation of the property
 - ☐ Proposed use of the property in sufficient detail to determine code compliance
 - ☐ Existing and proposed location and size of sanitary sewer mains and service lines, or septic tank and leaching field
 - ☐ Existing and proposed location and size of water mains, service lines and hydrants, and/or water well
 - ☐ Existing and proposed location and size of electrical service (electrical riser diagram) and the location of high-pressure gas lines, high tension transmission lines, and telephone lines
 - ☐ Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property
 - ☐ Location, grade, and dimensions of all existing paved surfaces and of all abutting streets
 - ☐ Existing and proposed location and dimensions of parking areas, individual parking spaces and drive aisles, driveways, curb cuts, easements and rights-of-way, walkways, transit stops, bicycle parking areas, loading areas, dividers, curbs, islands, and other parking and drive improvements
- If the project is located along U.S. Highway 69, access to U.S. 69 shall be reviewed by the I.D.O.T. and a meeting shall be held that includes I.D.O.T. staff, the City traffic engineer, other appropriate City staff, the developer, and the developer's plan preparer to agree on access prior to the submittal of the site plan.*
- ☐ Existing and proposed contours at 2-foot intervals, based on City datum, when an application pertains to any new permanent detached building or structure (principal or accessory)
 - ☐ Location of existing and proposed outdoor trash and dumpster areas and methods for screening such areas
 - ☐ Location of existing and proposed outdoor mechanical equipment areas and methods for screening such areas
 - ☐ Location and type of all existing and proposed signs

- ☐ Evidence that the proposed work or activity will comply with the Outdoor Lighting Code, set forth in Section 29.411 of the Zoning Ordinance

Specifically, the application shall include:

- ☐ Plans indicating the location on the premises, and the type of illuminating devices, fixtures, lamps, supports, reflectors and other devices
- ☐ A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description shall include manufacturer's catalog cuts and drawings, including sections when requested.
- ☐ Photometric data, such as that furnished by manufacturers, showing the angle of cut off or light emissions
- ☐ Location of waterbodies, watercourses, swamps and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, and floodway boundary line
- ☐ When an application is located in a flood-prone area include existing and proposed site grades, contours and elevations, base flood elevation data, top-of-foundation elevations, finished floor elevations, and any proposed watercourse relocation
- ☐ When an application for development involves 0.5 acres, or more, of cumulative disturbed area(s), a Sediment Erosion Control Plan shall be submitted. However, such a Plan may be required for applications with disturbed land of less than 0.5 acres, if deemed necessary by the Planning Director.
- ☐ Location of natural features including: existing trees, rock outcrops and landslide areas
- ☐ Storm water management plan, including storm water calculations supporting the design. Such plan shall show grades and/or elevations, direction of surface flow, detention and/or retention areas, outlet control structures and devices.
- ☐ A landscape plan showing:
 - ☐ The location of plants
 - ☐ A plant list that includes:
 - ☐ The plant species
 - ☐ The quantity of each type of plant
 - ☐ The size of each plant at the time of planting
 - ☐ The location of fences and walls

- ☐ Traffic impact studies, soil tests, utility capacity analysis, and other similar information if deemed necessary by the Department of Planning and Housing to determine the feasibility of the proposed development.
- ☐ Two (2) copies of architectural drawings of all new buildings or structures, or alterations, at a scale not to exceed 1"=8', showing the following information:
 - ☐ Name(s) of the applicant(s) and the owner(s) of record
 - ☐ Legal Description and street address of the property
 - ☐ Numerical scale and date
 - ☐ All exterior wall elevations, indicating floor heights, overall building height and fenestration
 - ☐ Building floor plans indicating existing and proposed usage, interior floor area and/or patron floor area
- ☐ For Village Residential projects, Suburban Residential projects, or Planned Residence District projects that are to develop in phases, the applicant shall provide a phasing plan indicating areas to be developed in each phase and the time frame for the development of each phase
- ☐ A note to be placed on all site plans to read as follows: "All construction materials, dumpsters, detached trailers, or similar items are prohibited on public streets or within the public right-of-way"
- ☐ Size of electrical service and one line drawing of the metering and electrical service
- ☐ Number of meters at each location
- ☐ Preferred voltage required for the building
- ☐ Preferred location of the electrical service

In addition to Minor or Major Site Development Plan submittals, a Use Analysis Report shall be prepared by the applicant, for all properties located in a G-I (General Industrial) or in a P-I (Planned Industrial) zoning district that shows the following:

- ☐ Approximate number of employees
- ☐ Approximate utility needs and effect upon existing systems, e.g., projected water demand (GPM/GPD), wastewater generation (GPD + COD/BOD), electricity demand (KW), storm water increase (CFS), solid waste generation (tons)
- ☐ Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat

Exception to Parking Area Dimensions

Permission to Place a "Zoning Action Pending"

Sign on Private Property

(This form must be filled out completely before your application will be accepted)

Section 29.1500(2)(d)(iii) of the Zoning Ordinance, requires that ***notice shall be posted by the City on the subject property.*** One notice sign shall be posted for each property. Required signs shall be posted along the perimeter of the subject property in locations that are highly visible from adjacent public streets **prior to the public hearing.**

The owner of property at _____ hereby grants the City of Ames permission to place "Zoning Action Pending" signs on the property for the purpose of informing interested persons of the request for action by the City of Ames.

I understand that the signs will be placed on the property several days prior to action on the request by the Planning and Zoning Commission, Zoning Board of Adjustment, or the City Council, and may remain on the property until the request has been approved or denied by the City.

Signed by: _____ Date: _____
Property Owner

Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

Adjoining Property Owner Statement

(Completion of this form by the applicant is optional)

To Whom It May Concern:

We, the undersigned, own property adjoining _____ Ames, Iowa.

It is our understanding that _____ has filed an appeal with the Zoning Board of Adjustment to allow _____.

As adjoining property owners, we would have no objections to the issuance of this building permit for the purposes stated above.

NAME	ADDRESS	DATE