



Appeal of a Decision of the Zoning Enforcement Officer

Application Packet

Appeals to the Zoning Board of Adjustment may be taken by any person aggrieved, or by any officer, department, or board of the City affected by any decision of the Zoning Enforcement Officer per Ames Municipal Code Section 29.1403 (7) and (8). ***Such appeal shall be submitted within 30 days of the decision of the Zoning Enforcement Officer.***

Application Packet 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 *Appeal of a Decision of the Zoning Enforcement Officer* includes the following:

- Application Form (*This form must be filled out completely for all applications*)
 - Supporting Information (*Sufficient facts must be presented to support the appellant's position, this will be transmitted to the Board*)
1. **Board Meetings** The Zoning Board of Adjustment conducts a 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, April through October.
 2. **Application Process/Fee**
The filing fee of \$75.00 is required at the time the application is submitted

The process for an Appeal of a Decision of the Zoning Enforcement Officer is as follows:

Submittal Date	Notice of Application Completeness	If a complete application,	Zoning Board of Adjustment Review
Determined by applicant	Within 3 working days of submittal	Notification of application to the Board within 10 days.	Schedule for next available meeting. Typically, between 12 & 26 days after final revisions submitted, or after request to process as is. Schedule varies per time of year.

Submit the completed application packet including the required information and materials to:

Department of Planning and Housing
City of Ames
515 Clark Avenue, Room 214
Ames, Iowa 50010
Email: planning@cityofames.org

3. **Forms, 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.

**IF YOU HAVE QUESTIONS ABOUT COMPLETING THIS APPLICATION, PLEASE
CONTACT THE DEPARTMENT OF PLANNING AND HOUSING**

Department of Planning and Housing: 515-239-5400
E-mail: planning@cityofames.org

The Zoning Board of Adjustment may grant an Appeal, provided the Board finds that there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Chapter 414 of the Code of Iowa or of any ordinance adopted pursuant thereto. This Appeal will not be granted unless sufficient facts are presented in this application and at the Zoning Board of Adjustment hearing to support a position finding by the Board.

Concurrence with this Appeal 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 any other applicable agency.

I (We) certify that I (we) am (are) familiar with all applicable ordinances and codes and I (we) have submitted all the necessary information to fully understand this appeal.

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

Print Name

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

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

(Note: Additional facts may be attached on a separate sheet if sufficient space is not provided.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.