



CONDITIONAL USE PERMIT APPLICATION

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|---|---|
| Owner Information: Owner _____ Address _____ _____ Phone _____ | Applicant Information: Applicant _____ Address _____ _____ Phone _____ |
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We, the undersigned, hereby apply to the Woodbury County Board of Adjustment for permission to:

Property Information:

Property Address
or Address Range _____

Quarter/Quarter _____ Sec _____ Twنشp/Range _____

Parcel ID # _____ GIS # _____ Total Acres _____

Current Use _____ Proposed Use _____

Current Zoning _____

The filing of this application is required to be accompanied with all items and information required pursuant to section 2.02(9)(C)(2) through (C)(4) of Woodbury County's zoning ordinances (see attached pages of this application for a list of those items and information).

A formal pre-application meeting is recommended prior to submitting this application.

Pre-app mtg. date _____ Staff present _____

The undersigned is/are the owners(s) of the described property on this application, located in the unincorporated area of Woodbury County, Iowa, assuring that the information provided herein is true and correct. I hereby give my consent for the Woodbury County Community and Economic Development staff, Zoning Commission and Board of Adjustment members to conduct site visits and photograph the subject property.

This Conditional Use Permit Application is subject to and shall be required, as a condition of final approval, to comply with all applicable Woodbury County ordinances, policies, requirements and standards that are in effect at the time of final approval.

Owner _____ Applicant _____
 Date _____ Date _____

Fee: \$300* **Case #:** _____

Check #: _____

Receipt #: _____

Date Received _____

**COMMUNITY AND ECONOMIC DEVELOPMENT
FEE SCHEDULE**

| BUILDING PERMITS | FEE |
|--|------------|
| New Dwelling | \$250 |
| New Dwelling with Attached/Detached Garage under 300 sq. ft. | \$300 |
| New Dwelling with Attached/Detached Garage over 300 sq. ft. | \$500 |
| Accessory Structure under 300 sq. ft. | \$50 |
| Accessory Structure over 300 sq. ft. | \$250 |
| Commercial/Industrial Building (0-10,000 sq. ft.) | \$500 |
| Commercial/Industrial Building over 10,000 sq. ft. – (\$50 for each additional 1,000 sq. ft. over 10,000)..... | \$500+ |

| SUBDIVISIONS | FEE |
|---|------------|
| Final Plat for Minor Subdivision 4 Lots or Less | \$300* |
| Final Plat for Minor Subdivision more than 4 Lots (\$5 for each additional lot) | \$300+* |
| Preliminary Plat for Major Subdivision 4 Lots or Less | \$350* |
| Preliminary Plat for Major Subdivision more than 4 Lots (\$5 for each additional lot) | \$350+* |
| Final Plat for Major Subdivision 4 Lots or Less | \$350* |
| Final Plat for Major Subdivision More than 4 Lots (\$5 for each additional lot) | \$350+* |

| OTHER LAND USE PERMITS | FEE |
|-------------------------------------|------------|
| Conditional Use Permit | \$300* |
| Floodplain Development Permit | \$110 |
| Grading Permit | \$0 |
| Sign Permit | \$50 |
| Fence | \$50 |

| TELECOMMUNICATION TOWERS | FEE |
|---------------------------------|------------|
| Tower Development Permit | \$500* |

| ADMINISTRATIVE REQUESTS/ACTIONS | FEE |
|---|------------|
| Zoning Ordinance Amendment (text or map) | \$400* |
| Planned Development | \$400* |
| Variance | \$300* |
| Appeal of Administrator’s Decision | \$300* |
| Research and Staff Investigation Time (\$40.00 per hour – minimum charge 2 hours) | |
| Photocopies (\$0.50 per page) | |

***ADDITIONAL FEES**

*Owner(s)/applicant(s) shall pay the additional costs associated with the processing, printing, and the mailing of notifications of the public hearings when the number of mailings required exceeds 30. The owner(s)/applicant(s) shall pay the additional costs of the legal publication notice(s) in newspaper(s) when the fees exceed \$100.00.

Application review including the public hearing(s) shall not commence until all necessary documents and payments have been received.

The Zoning Director may reserve the right to waive permit fees for other political subdivisions or governmental bodies.

Fees will be doubled if construction commences prior to obtaining a permit.

Adopted on August 2, 2022

PER SECTION 2.02(9)(C)(2 (d) PROVIDE A SPECIFIC DESCRIPTION OF THE PROPOSED CONDITIONAL USE: (Tab at the end of each line to continue)

PER SECTION 2.02(9) (C)(2)(e) PROVIDE A MAP DRAWN TO SCALE, SHOWING THE SUBJECT PROPERTY, ALL STRUCTURES AND OTHER IMPROVEMENTS, WITH THE PROPOSED CONDITIONAL USE IDENTIFIED PER STRUCTURE OR IMPROVEMENT . PROVIDE BY ATTACHMENT.

PER SECTION 2.02(9) (C)(2)(e) PROVIDE A STATEMENT IN RESPONSE TO EACH OF SIX BELOW CRITEREA AND STANDARDS FOR APPROVAL OF CONDITIONAL USES AS LISTED IN SECTION 2.02(9)F OF THE ORDINANCES. (Tab at the end of each line to continue)

(a) Provide a statement to why you feel the conditional use requested is authorized as a conditional use in the zoning district within which the property is located and that any specific conditions or standards described as part of that authorization have been or will be satisfied.

(b) Provide a statement to why the proposed use and development will be in harmony with the general purpose and intent of this ordinance and the goals, objectives and standards of the general plan. (Tab at the end of each line to continue)

(c) Provide a statement to why the proposed use and development will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other factors affecting the public health, safety and general welfare. (Tab at the end of each line to continue)

(d) Provide a statement to why the proposed use and development will be located, designed, constructed and operated in such a manner that it will be compatible with the immediate neighborhood and will not interfere with the orderly use, development and improvement of surrounding property. (Tab at the end of each line to continue)

(e) Provide a statement to why essential public facilities and services will adequately serve the proposed use or development. (Tab at the end of each line to continue)

(f) Provide a statement to why the proposed use or development will not result in unnecessary adverse effects upon any significant natural, scenic or historic features of the subject property or adjacent properties. (Tab at the end of each line to continue)

**CONDITIONAL USE PERMIT APPLICATION
INSTRUCTIONS AND DOCUMENTATION REQUIRED**

WOODBURY COUNTY ZONING ORDINANCE 2.02-9-C REQUIRES THE FOLLOWING DOCUMENTATION BE SUBMITTED AS PART OF A CONDITIONAL USE PERMIT APPLICATION:

1. SPECIFIC DESCRIPTION OF THE PROPOSED CONDITIONAL USE.
2. MAPPING DRAWN TO SCALE SHOWING THE SUBJECT PROPERTY, ALL STRUCTURES AND OTHER IMPROVEMENTS WITH THE PROPOSED CONDITIONAL USE IDENTIFIED THEREON.
3. A STATEMENT IN RESPONSE TO THE CRITERIA AND STANDARDS FOR APPROVAL OF CONDITIONAL USE WITHIN SUBSECTION 2.02-9.F OF WOODBURY COUNTY ZONING ORDINANCES.
4. A CERTIFIED ABTRACTOR'S LISTING OF NAMES AND MAILING ADDRESSES OF ALL OWNERS OF REAL PROPERTY LYING WITHIN 500 FEET OF THE SUBJECT PROPERTY.
5. A FILING FEE OF \$300.00 PAYABLE TO THE WOODBURY COUNTY TREASURER

*Owner(s)/applicant(s) shall pay the additional costs associated with the processing, printing, and the mailing of notifications of the public hearings when the number of mailings required exceeds 30. The owner(s)/applicant(s) shall pay the additional costs of the legal publication notice(s) in newspaper(s) when the fees exceed \$100.00.

APPLICATIONS RECEIVED WITHOUT ALL THE AFOREMENTIONED DOCUMENTATION WILL BE RETURNED.

The Steps taken within the conditional use permit process are as follows:

1. Application for conditional use permit is filed with Planning and Zoning Office
2. Application is placed upon the Zoning Commission agenda for review and recommendation.
3. Zoning Commission submits findings and recommendation report to the Board of Adjustment.
4. The Board of Adjustment holds a public hearing.
5. Board of adjustment renders decision on conditional use application based upon criteria within 2.02-9.F

The Woodbury County Zoning Commission meets on the 4th Monday of each month. The Woodbury County Board of Adjustment meets on the 1st Monday of each month. The conditional use permit application filing deadline is the 1st day of the month to be placed upon that month's Zoning Commission meeting agenda. See attached the specific ordinances referred to within this conditional use permit application.