



A PLACE TO PUT DOWN ROOTS P.O. BOX 267 • SOLON, IA 52333 • (319) 624-3755

**OFFICE USE ONLY**

Date Submitted: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

## APPLICATION TO THE BOARD OF ADJUSTMENT ~ CONDITIONAL USE PERMIT ~

Address or general location of the subject property: \_\_\_\_\_  
\_\_\_\_\_

Name (Petitioner): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name (Owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Legal description of the property : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning classification and existing use: \_\_\_\_\_

Specific code section providing for requested conditional use: \_\_\_\_\_

Provide a general description of the proposed conditional use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Responses to the following issues are needed by the Board of Adjustment:**

1. Standards for approval of a conditional use as required by the Board of Adjustment.  
(166.03.4(B)3)

a. Explain how the proposed building or use will be in harmony with the general purpose, goals, objectives and standards of the Zoning Ordinance and where applies, subdivision regulations. *(Will this building/use meet the goals of the Zoning Ordinance in its effort to allow only uses in zoning districts that will not interfere in the enjoyment of use of other properties in that district?)*

\_\_\_\_\_  
\_\_\_\_\_  
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b. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the health, safety, and general welfare.

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c. Explain how the proposed building or use will be constructed, arranged, and operated so as not to dominate the immediate vicinity or interfere with the development or use of neighboring property in accordance with the applicable district regulations.

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d. Explain how the proposed building or use will be adequately served by essential public facilities or services, such as highways, streets, parking spaces, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools. If some services are not now available, explain how the persons or agencies responsible for the establishment of the proposed use will provide adequately for such services.

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e. Explain how the proposed building or use will not result in the destruction, loss, or damage of any natural, scenic, or historic feature of significant importance.

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f. Explain how the proposed building or use complies with all additional standards imposed on it by the provisions of the district in which the conditional use may be authorized.

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2. General Considerations for establishing whether conditions for approval are met. (Sec. 166.03.4(B)3)

a. Explain how the proposed building or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public convenience or which will contribute to the general welfare of the neighborhood or community. *(How will this building/use be of benefit to the neighborhood/community?)*

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b. Explain how all steps possible have been taken to minimize any adverse effects of the proposed building or use on the immediate vicinity through building design, site design, landscaping, and screening. *(What have you done to make as little impact to the area as possible?)*

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If any construction or development would result from approval of the conditional use, applicant must submit a site plan showing lot lines and dimensions, proposed and existing structures and any public and/or private easements. *Note: The Zoning Administrator may require site plans to be prepared by an architect, engineer or land surveyor.* Additional information may be required by the Zoning Administrator.

This application and the application fee of \$65 and all other required information must be submitted to the City Clerk at the Solon City Office, 101 N Iowa Street, Solon, IA 52333. If you have any questions please call 319-624-3755.

**I HEREBY STATE THAT ALL OF THE ABOVE STATEMENTS AND INFORMATION SUBMITTED HEREWITH IS TRUE AND CORRECT TO THE BEST OF MY BELIEF.**

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Petitioner's Signature

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Date

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Owner's Signature

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Date

## Notice to Applicants

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The Board of Adjustment shall permit conditional uses to the District regulations set forth in the Zoning Code; consider safeguards and conditions as are appropriate under this Zoning Code; or deny conditional use permits when not in harmony with the purpose and intent of the Zoning Code. A conditional use may not be granted unless and until:

1. A written application for conditional use is submitted indicating the section of this Zoning Code, which the conditional use is sought, and stating the grounds on which it is requested.
2. Notice of public hearing shall be given at least seven (7) days in advance of public hearing. The owner of the property for which conditional use is sought or any agent of said owner and any other affected property owners shall be notified by mail. Notice of hearing shall also be posted on the property for which conditional use is sought.
3. The public hearing shall be held. Any party may appear in person or by agent or attorney.
4. The Board shall make a finding that it is empowered under the section of this Zoning Code described in the application to grant the conditional use, and that granting of the conditional use will not adversely affect the public interest.

In granting any conditional use, the Board may prescribe appropriate conditions and safeguards in conformity with this Zoning Code. Violations of such conditions and safeguards, when made a part of the terms under which the conditional use is granted, shall be deemed a violation of this Zoning Code and punishable under Section 166.05 of this Zoning Code and/or the Conditional Use Permit revoked. The Board may prescribe a time limit within which the action for which the conditional use is required shall be begun or completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void the conditional use.

Board of Adjustment meetings are held on an "as needed" basis. The approval process will take approximately three to four weeks from date of application submittal to date of hearing.

### ***Required Information Includes:***

- \_\_\_\_\_ Completed Application, with applicant's signature and signature of owner(s) (if different than applicant).
- \_\_\_\_\_ 8.5x11 site plan, drawn to scale, larger sheets are acceptable if applicant will also furnish reduced copy. The site plan must also show all easements on the property.
- \_\_\_\_\_ Payment of a non-refundable filing fee of \$65\* for a conditional use permit.
- \_\_\_\_\_ List of names and addresses of property owners within 300 feet of the exterior limits of the property involved in this appeal.
- \_\_\_\_\_ Additional information as is necessary to accurately and completely describe and explain the request.

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\* Filing fee may be refundable if the application is withdrawn prior to publication of legal notice and upon written request of the applicant.