

**APPLICATION FOR SPECIAL EXCEPTION  
TO THE BOARD OF ADJUSTMENT  
CITY OF FORT DODGE, IOWA**

BASIC INSTRUCTIONS:

1. The following application must be completed as accurately and completely as possible in order for the Board of Adjustment to fully assess this request. Application should be submitted at least 21 days in advance of Board meeting.
2. A **detailed, scaled diagram of the proposed location** for the special exception shall be attached to this application.
3. At least eight (8) days in advance of the scheduled Board of Adjustment meeting, in which a case is to be reviewed, the location of any proposed new building(s) or addition(s) must be physically marked for board members to review.
4. The owner of the property for which a special exception is sought and/or their agent shall be notified of the time and date of required public hearings. Their attendance at the Public Hearing is requested in order that the members of the Board of Adjustment may ask questions about the case. Notice of such hearing(s) will also be published and posted on the property of the requested special exception.
5. If a special exception is granted, the applicant must record the permit and provide a copy of the recorded document to the Mayor's Office and the Inspection Department within 3 months of the date on which the special exception is granted by the Board of Adjustment.

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Office Use Only

Case No. \_\_\_\_\_

Date of Board of Adjustment Meeting: \_\_\_\_\_

1. The undersigned is the owner of the following described property located in Fort Dodge, Iowa, and is hereby requesting a Special Exception under the provisions of Ordinance No. 1489 for the purpose of:

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2. Legal Description of Property: \_\_\_\_\_

3. Layman's Description or Address: \_\_\_\_\_

4. Are there properties in your district that are presently being used for similar purposes:

Yes \_\_\_ No \_\_\_

5. Briefly described the need for which a Special Exception is being requested:

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6. Will granting the Special Exception substantially increase traffic or use additional parking spaces?

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7. Site Conditions:

7.1. Land Topography: \_\_\_\_\_

7.2. Available Utilities: \_\_\_\_\_

7.3. Present Use: \_\_\_\_\_

7.4. Proposed Use: \_\_\_\_\_

7.5. Zoning District: \_\_\_\_\_

8. Owners of Record:

8.1. Name: \_\_\_\_\_

8.2. Address: \_\_\_\_\_

8.3. Phone: \_\_\_\_\_

**POLICY STATEMENT OF THE BOARD OF ADJUSTMENT**

It shall be the policy of the Board of Adjustment for the City of Fort Dodge, Iowa, to grant or deny Special Exceptions in accordance with the provisions of Ordinance No. 1489 of the City. The Board of Adjustment is authorized to determine whether a special exception should be granted and what conditions or safeguards are required to assure that the circumstances will meet the purpose and intent of the Ordinance.

A special exception cannot be granted by the Board of Adjustment unless and until:

- a) A written application for a special exception is submitted indicating the section of this Ordinance under which the special exception is sought and stating the grounds on which it is requested.
- b) The owner of the property for which the special exception is sought or their agent shall be notified by mail of the time and date of the hearing. Notice of such hearings shall be posted on the property for which special exception is sought consisting of not less than one sign of at least nine square feet in area with white background and black letters at least three inches high containing notice of the hearing in a conspicuous space on or near the property, at the City Hall, and in a newspaper of general circulation in the City 7 to 20 days prior to the Public Hearing.
- c) The Board of Adjustment finds that the granting of the special exception will not adversely affect the public interest.

Attendance at the Public Hearing is very important in order that the Board of Adjustment may ask questions of the applicant or their agent. The intent of a particular District Regulation of this Ordinance shall take precedence over personal convenience of an applicant. No approval shall be granted unless the above provisions have been met and the appropriate application completed.

Special exceptions are granted only to a given applicant and are not transferred with the transfer of ownership of the property. In other words, if property is sold after a special exception has been granted, a new special exception is required for the subsequent owner(s) to continue with the same use.

I certify that the attached application is complete and true to the best of my knowledge.

\_\_\_\_\_  
Applicant(s)

**CERTIFICATION:**

\_\_\_\_\_  
Department of Planning

\$200 Fee

\_\_\_\_\_  
City Clerk's Office

\_\_\_\_\_  
Date