



MUST BE FILED IN CITY CLERK'S OFFICE
BY 9:00 A.M. ON _____
HEARING DATE: _____
Effective Date: August 18, 2020

Request for Reasonable Accommodation

Application Packet for an Exception

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 request until the application is complete.*

The "Application Packet" for a *Request for Reasonable Accommodation* includes the following:

- Application Form (*This form must be filled out completely for all applications.*);
 - Supporting Information (*Each "Factor" listed must be addressed.*);
 - Site Plan Checklist (*Use this Checklist to prepare the Site Plan.*); and,
 - Permission to Place a "Zoning Action Pending" sign on Private Property. (*This form must be signed by the property owner.*)
2. **Board Meetings.** The *Zoning Board of Adjustment* considers the facts presented by the applicant in the application and testimony given under oath at the public hearing, and makes the final decision, based on the factors in the Ordinance. The ***Board meets on the second Wednesday of the month at 6:00 p.m. in the City Council Chamber.*** Additional meetings may be held on the fourth Wednesday of the month from April through October.
 3. **Filing Deadline/Fee.** The deadline to file an application for a *Request for Reasonable Accommodation* can be found on the City's web site at <http://www.cityofames.org> by following the "Boards and Commissions Work Schedule" link on the Department of Planning and Housing home page or by calling 515-239-5400. All required information and materials must be filed with the:

City Clerk
City Hall, Room 238
515 Clark Avenue
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 *Request for Reasonable Accommodation* being sought. The *Site Plan* shall be a reproducible, black line drawing on a sheet of paper no larger than 11" x 17". The same *Site Plan* that was submitted for approval of a *Major or Minor Site Development Plan* should be submitted with this application.

If the project for which the Request for Reasonable Accommodation is sought is a single-family dwelling or a two-family dwelling or other use exempt from the requirement for a Site Development Plan, then the Site Plan shall include at a minimum the following information:

- *Dimensioned property lines;*
- *Abutting streets and alleys;*
- *Location and size of all existing and proposed buildings and structures; (Include distances to all property lines and distances between buildings and structures.);*
- *Driveways and parking areas, fully-dimensioned; and,*
- *Other pertinent information necessary to fully understand the need for a Reasonable Accommodation.*

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 sheets 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 immediately adjacent property owners that a *Request for Reasonable Accommodation* has been filed, and ***a sign will be placed on the property indicating that a "Zoning Action" is pending.*** 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.**

Planning and Housing Department: 515-239-5400/515-239-5404 FAX
Email: planning@cityofames.org

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

Request for Reasonable Accommodation

Application Form for an Exception

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

1. **Property Address** for this *Request for Reasonable Accommodation* Application.

2. What is the **present actual use** of the property.

3. State the **Zoning Ordinance provision, regulation, or policy from which accommodation is being requested.**

4. Give a factual basis for the **need for the accommodation**, including a description of the person's handicap and a physical description of the property. (Attach, if lengthy.)

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 *Request for Reasonable Accommodation* will not be granted unless sufficient facts are presented with this application and at the *Zoning Board of Adjustment* meeting to support a determination regarding the reasonableness of the requested accommodation.

Obtaining this *Request for Reasonable Accommodation* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, et cetera.

I (We) certify that I (we) have submitted all the required information to apply for an Exception, and that the information is factual.

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

Print Name

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

Request for Reasonable Accommodation

Supporting Information for an Exception

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

In making a determination regarding the reasonableness of a Requested Accommodation, specific factors shall be considered by the Zoning Board of Adjustment. In order to facilitate review of this application for an Exception, the applicant should address each of the “Factors” set forth in Section 29.1505(5) of the Zoning Ordinance, which are listed below.

(Note: The applicant’s explanation of how the request meets each of the factors may be attached on a separate sheet, if sufficient space is not provided.)

- 1. Grounds for Accommodation.** The *Zoning Board of Adjustment* shall review each application for Reasonable Accommodation ***for the purpose of determining that the following factors have been considered:***

(a) Special needs created by the handicap.

Please explain what the special needs are that have been created by the handicap.

(b) Potential benefit that can be accomplished by the requested modification.

Please explain what the potential benefit will be, if the modification is allowed.

(c) Potential impact on the surrounding uses.

Please explain whether or not there will be an impact on surrounding uses, if the accommodation is allowed.

(d) Physical attributes of the property and structures.

Describe the physical attributes of the property and structures so that the *Board* can more clearly understand the need for accommodation.

(e) Alternative accommodations that may provide an equivalent level of benefit.

Please explain whether or not there are alternatives that would result in an equivalent level of benefit.

(f) In the case of a determination involving a Single Family Dwelling, (explain) whether the household would be considered a Single Housekeeping Unit, if it were not using special services that are required because of the handicaps of the residents.

Request for Reasonable Accommodation

Site Plan Checklist for an Exception

(For Properties with a Single-Family or a Two-Family Dwelling)

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

The applicant shall submit a Site Plan, drawn to scale, that clearly shows the Request for Accommodation being sought. The Site Plan shall be a reproducible, black line drawing on a sheet of paper no larger than 11"x17". If the project for which the Request for Reasonable Accommodation is sought is a single-family or a two-family dwelling, or other use exempt from the requirement for a "Site Development Plan", then the Site Plan shall include, at a minimum, the following information:

(NOTE: If the proposed project requires approval of a "Major or Minor Site Development Plan", that Site Development Plan should be included with the "Request for Reasonable Accommodation", not the Site Plan described on this checklist.)

- Dimensioned property lines;
- Abutting streets and alleys;
- Location and size of all existing and proposed buildings and structures;
(Include distances to all property lines and distances between buildings and structures.)
- Driveways and parking areas, fully-dimensioned; and,
- Other pertinent information necessary to fully understand the need for a Reasonable Accommodation.

Request for Reasonable Accommodation

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.)