



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

# Relocation of a Structure

## *Application Packet for an Exception to Allow the Relocation of a Structure Containing a Nonconforming Use to Another Location on the Same Lot*

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 the *Relocation of a Structure Containing a Nonconforming Use to Another Location on the Same Lot* includes the following:

- Application Form (*This form must be filled out completely for all applications.*);
  - Supporting Information (*The criteria 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 *Relocation of a Structure* 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 existing and proposed location of the structure, occupied by a nonconforming use, for which the exception is 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 Relocation of a Structure 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 information found on the checklist.***

*Architectural elevations* should also be submitted, where appropriate, to assist the *Board* in making its decision. These architectural elevations should be a black line drawings, drawn to scale on a sheet of paper no larger than 11" x 17".

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 *Relocation of a Structure* 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:  
Phone: 515-239-5400  
Fax: 515-239-5404  
E-Mail: [planning@cityofames.org](mailto:planning@cityofames.org)

City Clerk's Office:  
Phone: 515-239-5105  
Fax: 515-239-5142

# Relocation of a Structure

## *Application Form for an Exception*

### *to Allow the Relocation of a Structure Containing a Nonconforming Use to Another Location on the Same Lot*

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

1. **Property Address** for this Exception:

\_\_\_\_\_

2. *I (We) the undersigned, do hereby respectfully request the Ames Zoning Board of Adjustment grant an Exception for the "Relocation of a Structure Containing a Nonconforming Use to Another Location on the Same Lot" at the property address listed above.*

3. **Legal Description** (attach, if lengthy): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Property Owner:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

5. **Applicant:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

6. **Contact Person:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

E-mail address: \_\_\_\_\_

**This *Exception* will not be granted unless sufficient facts are presented with this application, and at the *Zoning Board of Adjustment* meeting to support a finding that all the criteria for granting the *Exception* have been met.**

Obtaining this *Exception* 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.)*

# Relocation of a Structure

*Supporting Information for an Exception  
to Allow the Relocation of a Structure Containing a  
Nonconforming Use to Another Location on the Same Lot*  
(This form must be filled out completely before your application will be accepted.)

**The Zoning Board of Adjustment cannot approve an Exception unless all of the criteria are met.** In order to facilitate review of this application for an Exception, the applicant should address each of the criteria set forth in Section 29.307(2)(a)(iii) of the Zoning Ordinance, which are listed below.

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

**1. Criteria.** The *Zoning Board of Adjustment* shall review each application for the Relocation of a Structure Containing a Nonconforming Use to Another Location on the Same Lot **for the purpose of determining that the following criteria have been met:**

**(a) The use and structure will comply with all of the regulations that apply in the new location.**

Explain how the request meets the criteria.

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**(b) The moving of the structure containing a nonconforming use to another location on the same lot will not have the effect of increasing the degree of nonconformity.**

Explain how the request meets the criteria.

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## **Relocation of a Structure**

### *Site Plan Checklist for an Exception*

### *to Allow the Relocation of a Structure Containing a Nonconforming Use to Another Location on the Same Lot*

(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 Exception being sought. The Site Plan shall be a reproducible, black line drawing on a sheet of paper no larger than 11" x 17". If the project for which the Exception 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 as part of the "Application Packet for an Exception", 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.); and,
- Driveways and parking areas, fully-dimensioned.

# Relocation of a Structure

## *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 Zoning Board of Adjustment, 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.)*