

# Exception for Commercial Parking Lot Landscape Area

## *Application Packet*

1. **Application Packet.** *Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The “Application Packet” for an *Exception for Commercial Parking Lot Landscape Area* includes the following:

- Application Form (*This form must be completed for all applications*)
- Supporting Information (*Each standard listed must be addressed*)
- Site Development Plan Checklist (*Use this checklist to prepare the Site Development Plan*)
- 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 appellant in the application and testimony given under oath at the public hearing, and makes the final decision, based on the standards in the Ordinance. The ***Board meets on the second Wednesday of the month at 6:00 p.m. in the City Council Chambers.*** Additional meetings may be held on the fourth Wednesday of the month from April through October.

3. **Application Process/Fee.** **The process for an *Exception to the Minimum Requirement for Two-Story Buildings in the CSC* is as follows:**

VARIANCE, EXCEPTION, AND SPECIAL HOME OCCUPATION APPLICATION PROCESSING SCHEDULE				
Submittal Date	Notice of Application Completeness	Staff Comment to Applicant	Additional Information Submitted (if applicable)	Zoning Board of Adjustment Review
Determined by applicant	Within 3 working days of submittal	Within 3 working days of notice of complete application	Determined by applicant	Between 12 & 26 days after final revisions submitted, or after request to process as is.
	If application is incomplete, process begins anew on submittal date of new information.	If no additional information required, project will be scheduled for ZBA review within 12-26 days of final staff comments.	Staff response to additional information within 3 working days of submittal. Applicant may provide information or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.

All required information and materials must be filed with the:

Department of Planning & Housing  
 City Hall – Room 214  
 515 Clark Avenue, P.O. Box 811  
 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 & Housing.**

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION  
PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING**

Phone: 515-239-5400

FAX: 515-239-5404

E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

# Exception for Commercial Parking Lot Landscape Area

## *Application Form*

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

1. **Property Address:** \_\_\_\_\_

2. **Description of Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

4. **Applicant:** \_\_\_\_\_

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

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

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

5. **Contact Person:** \_\_\_\_\_

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

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

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

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

**When acting upon an application for an Exception for Commercial Parking Lot Landscape Area approval, staff shall rely upon landscape and parking lot striping criteria and design standards. These criteria and standards, as set forth in Section 29.403 and 29.406 of the Zoning Ordinance, are necessary to fulfill the intent of the Zoning Ordinance and Land Use Policy Plan.**

Obtaining approval of an *Exception for Commercial Parking Lot Landscape Area* does not absolve the applicant from obtaining all other applicable permits.

*I (We) certify that I (we) have submitted all the required information to apply for approval of a Exception for Commercial Parking Lot Landscape Area 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.)*

*I certify that the submitted Application is substantially correct.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Preparer of Application

\_\_\_\_\_  
Print Name

# Exception for Commercial Parking Lot Landscape Area

## *Application Checklist*

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

***The applicant shall provide two (2) copies of the Exception for Commercial Parking Lot Landscape Area Plan, which includes the information described below, as set forth in Section 29.403, 29.406 and 29.1506 of the Zoning Ordinance.***

- Two (2) copies of an Exception for Commercial Parking Lot Landscape Area Plan, drawn to scale on a sheet not to exceed 24" x 36", and one (1) reduced copy no larger than 11" x 17". *(Note, if part of a concurrent Site Development Plan review, no additional sheets required if pertinent information is part of the Site Development Plan submittal.)*
- The Exception for Commercial Parking Lot Landscape Area Plan may be prepared by a property owner or a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect licensed by the State of Iowa, ***showing the following information as of the date of the application.***
- Name(s) and address(es) of the applicant(s).
- Name(s) and address(es) of the owner(s) of record of the property.
- Name and address of the person or firm preparing plan.
- Property address(es).
- Date of preparation.
- Zoning designation of the property.
- Two copies of a plot plan drawn to scale on a sheet not to exceed 24" x 36" showing:
  - Legal description and street address of the property.
  - Dimensions of the present lot and lot area.
  - Size and location of all existing and proposed buildings, additions, structures and uses.
  - Dimensions relating to the existing and proposed buildings, additions and structures to the lot boundaries.
  - Lighting Locations.
  - North Arrow.

- Scale: The scale shall not be less than 1"=10', and no greater than 1"=60', unless an alternate scale is approved by the Director of the Department of Planning and Housing.
- The Exception for Commercial Parking Lot Landscape Area Plan shall show the following items:
  - The location of existing and proposed required landscaping.
  - Location of existing landscaping being removed or retained.
  - Setbacks from the edge of parking lot paving to property lines.
  - Distance from edge of paving and nearby buildings, including buildings on abutting properties.
  - Location, grade, and dimensions of all existing paved surfaces and of all abutting streets.
  - Grade between subject site and abutting property.
  - Existing and proposed location and dimensions of parking areas, individual parking spaces and drive aisles, driveways, curb cuts, easements and rights-of-way, walkways, bicycle parking areas, loading areas, dividers, curbs, islands, and other parking and drive aisle improvements.

# Exception for Commercial Parking Lot Landscape Area

## *Supporting Information*

**Section 29.1506(4) of the Municipal Code states: "...The Zoning Board of Adjustment is authorized to grant the following exceptions:**

- (d) Commercial parking lot side and rear landscape setback requirement of 29.403.**
- (e) Commercial parking lot and loading area landscape percentage of 29.403 within the CSC and DSC zoning districts.**

*This form must be filled out completely before your application will be accepted. The applicant's explanation of how the request meets each of the standards may be attached on a separate sheet if sufficient space is not provided.*

**(d) Request for Exception for Commercial parking lot side and rear landscape setback requirement of 29.403:** The Zoning Board of Adjustment shall review each application for the purpose of determining that the criteria for granting an exception is satisfied. An "*Exception to Commercial Parking Lot Landscape Area*" shall be granted only if the following standards are satisfied:

- 1. Adequate provisions for meeting required parking lot landscaped area and planting requirements have been made to account for the reduced parking lot setback.**

Explain how the request meets this standard.

---

---

---

---

---

- 2. Providing the dimensional and location requirements of parking spaces necessary to serve the proposed use are not feasible while maintaining a setback for the parking lot.**

Explain how the request meets this standard.

---

---

---

---

---

- 3. That the landscape standards in Section 29.403 allowing Planning Director alternative compliance and waiver authority are not appropriate to allow approval of a Site Development Plan.**

Explain how the request meets this standard.

---

---

---

---

---

- 4. That a reduction of side or rear parking lot setbacks will not impair or infringe upon the use of neighboring property or be detrimental to the public health, safety or general welfare.**

Explain how the request meets this standard.

---

---

---

---

---

**(e) Request for Exception for Commercial parking lot and loading area landscape percentage of 29.403 within the CSC and DSC zoning districts:** The Zoning Board of Adjustment shall review each application for the purpose of determining that the criteria for granting an exception is satisfied. An *“Exception to Commercial Parking Lot Landscape Area”* shall be granted only if the following standards are satisfied:

- 1. Explain the site constraints that warrant consideration of a reduced landscape area. Do parking lot driveways principally serve covered parking or loading areas?**

---

---

---

---

---

---

---

---

---

# Exception for Commercial Parking Lot Landscape Area

*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.)*