

Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District *Application Packet*

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 *Conditional Use Permit in the Floodway Fringe Overlay District* includes the following:

- Application Form
 - Supporting Information
 - Site Plan Checklist
 - Adjoining Property Owner Statement (*Completion of this form is optional*)
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 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 April through October.
 3. **Filing Deadline/Fee** Applications must be filed at least three (3) weeks prior to the desired meeting date. A final decision or schedule will be determined as part of the City’s review. All required information and materials must be filed at:

Department of Planning and Housing
City of Ames
515 Clark Avenue, Room 214
Ames, Iowa 50010
E-mail: planning@cityofames.org

The filing fee of \$165.00 is required at the time the application is submitted.

4. **Site Plan** The applicant shall submit a *Site Plan*, drawn to scale, that clearly shows the subject property for which the Conditional Use Permit is being sought. If a *Major or Minor Site Development Plan* was submitted as part of the development approval process for the subject property, then that *Major or Minor Site Development Plan* should also be submitted with the *Conditional Use Permit* application.

The Site Plan shall include at a minimum the following information:

- Description of the land on which the proposed work is to be done (i.e., lot, block, tract, street address, or similar description) that will readily identify and locate the work to be done
 - Identification of the use or occupancy for which the proposed work is intended
 - The base flood elevation (BFE)
 - Elevation (in relation to National Geodetic Vertical Datum NGVD29) of the lowest floor (including basement) of buildings or of the level to which a building is to be flood-proofed
 - For buildings being improved or rebuilt, the estimated cost of improvement and the market value of the building prior to the improvements
 - Such other information as the Administrator deems reasonably necessary for the purpose of this ordinance, including:
 - 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)
 - Required setbacks
 - Driveways and parking areas, fully dimensioned
 - Other pertinent information necessary to fully understand the need for a Conditional Use Permit (e.g., significant change in topography, location and size of mature trees, etc.)
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 property owners within 200 feet of the property that the application for a *Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District* has been filed. 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**

Phone: 515-239-5400
E-mail: planning@cityofames.org

Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District

Application Form

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

1. **Property Address** for this Conditional Use Permit Application: _____

2. **Legal Description (attach if lengthy):** _____

3. *(We) the undersigned, do hereby respectfully apply to the Ames Zoning Board of Adjustment to grant a "Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District" to authorize:* _____

4. **Property Owner:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

5. **Applicant:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

6. **Contact Person:** _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

The Zoning Board of Adjustment may grant a Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District, provided the Board members grant favorable consideration of the evidence submitted by the applicant to show why an alternate method of elevation is needed and to show that the proposed method of elevation is adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

Approval of the Conditional Use Permit by the Zoning Board of Adjustment in no way absolves the applicant from subsequently obtaining the necessary building permits or other permits from the City of Ames or from other applicable agencies.

I (We) certify that I (we) submitted all the required information to apply for a Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District, and that said information is factual.

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

Print Name

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

Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District

Supporting Information

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

The Zoning Board of Adjustment may grant a *Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District*, where topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

In order to facilitate review of this application for a Conditional Use Permit, the applicant shall submit evidence with the application to show why an alternate method of elevation is needed. Evidence shall also be submitted with this application to show that the proposed methods of elevation are adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

(Note: The applicant’s answers to the questions that follow may be attached on a separate sheet if sufficient space is not provided.)

1. Evidence of the need for an alternate method of elevation.

Please explain:

- 2. Evidence to show that the proposed method of elevation is adequate to support the structure as well as withstand the various forces and hazards associated with flooding.**

Please explain:

Conditional Use Permit for an Alternate Method of Elevating a Residential Structure in the Floodway Fringe Overlay District

Site Plan Checklist

The applicant shall submit a *Site Plan*, drawn to scale, that clearly shows the subject property for which the Conditional Use Permit is being sought. If a *Major or Minor Site Development Plan* was submitted as part of the development approval process for the subject property, then that *Major or Minor Site Development Plan* should also be submitted with the Conditional Use Permit application.

The Site Plan shall include at a minimum the following information:

- Description of the land on which the proposed work is to be done (i.e., lot, block, tract, street address, or similar description) that will readily identify and locate the work to be done
- Identification of the use or occupancy for which the proposed work is intended
- The base flood elevation (BFE)
- Elevation (in relation to National Geodetic Vertical Datum NGVD29) of the lowest floor (including basement) of buildings or of the level to which a building is to be flood-proofed
- For buildings being improved or rebuilt, the estimated cost of improvement and the market value of the building prior to the improvements
- Such other information as the Administrator deems reasonably necessary for the purpose of this ordinance, including:
 - 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)
 - Required setbacks
 - Driveways and parking areas, fully dimensioned
 - Other pertinent information necessary to fully understand the need for a Conditional Use Permit (e.g., significant change in topography, location and size of mature trees, etc.)

Adjoining Property Owner Statement

(Completion of this form by the applicant is optional.)

To Whom It May Concern:

We, the undersigned, own property adjoining _____ Ames, Iowa.

It is our understanding that _____ has filed an Application for a Conditional Use Permit for an Alternative Method of Elevating a Residential Structure in the Floodway Fringe Overlay District with the Zoning Board of Adjustment to allow:

As adjoining property owners, we would have no objections to the issuance of this building permit for the purposes stated above.

NAME	ADDRESS	DATE