



# Appeal of a Decision of the Zoning Enforcement Officer

## *Application Packet*

**Application Packet 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 appeal until the application is complete.**

The Application Packet for an *Appeal of a Decision of the Zoning Enforcement Officer* includes the following:

- Application Form (*This form must be filled out completely for all applications*)
  - Supporting Information (*Sufficient facts must be presented to support the appellant's position*)
1. **Board Meetings** The Zoning Board of Adjustment conducts a 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.
  2. **Application Process/Fee** The process for an Appeal of a Decision of the Zoning Enforcement Officer is as follows:

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.

Submit the completed application packet including the required information and materials to:

Department of Planning and Housing  
City of Ames  
515 Clark Avenue, Room 214  
Ames, Iowa 50010

**The filing fee of \$75.00 is required at the time the application is submitted.**

Appeals to the Zoning Board of Adjustment may be taken by any person aggrieved, or by any officer, department, or board of the City affected by any decision of the Zoning Enforcement Officer. ***Such appeal shall be taken within 30 days of the decision of the Zoning Enforcement Officer.***

3. **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.
4. **Notification** The City will mail a notice to all property owners within 200 feet of the property that an Appeal of a Decision of the Zoning Enforcement Officer 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**

Department of Planning and Housing: 515-239-5400  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)



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## Application Form

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

1. **Property Address** for this Appeal Application (if applicable): \_\_\_\_\_  
\_\_\_\_\_

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

3. *I (We) the undersigned, do hereby respectfully appeal to the Ames Zoning Board of Adjustment alleging that an error has been made or appealing a decision of enforcing in connection with* (Attach if sufficient space is not provided.) \_\_\_\_\_  
\_\_\_\_\_

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 an Appeal, provided the Board finds that there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Chapter 414 of the Code of Iowa or of any ordinance adopted pursuant thereto.** This Appeal will not be granted unless sufficient facts are presented in this application and at the Zoning Board of Adjustment hearing to support a position finding by the Board.

Concurrence with this Appeal 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 any other applicable agency.

*I (We) certify that I (we) am (are) familiar with all applicable ordinances and codes and I (we) have submitted all the necessary information to fully understand this appeal.*

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_

Print Name

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

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## *Supporting Information*

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

As provided by Section 414.12 of the Iowa Code, Section 29.1403(7)(a) of the Zoning Ordinance ***grants power to the Zoning Board of Adjustment to hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the Zoning Ordinance.***

In order to facilitate review of this application for an appeal, the appellant must provide sufficient facts to support the appellant's position.

(Note: Additional facts may be attached on a separate sheet if sufficient space is not provided.)

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