

# APPLICATION FOR SPECIAL EXCEPTION

\*\*THIS BOX FOR OFFICE USE ONLY\*\*

**City of Sac City, Iowa**  
 302 E. Main Street, PO Box 37  
 Sac City, IA 50583  
 Phone (712) 662-7593 Fax (712) 662-7448

Date \_\_\_\_\_  
 Received: \_\_\_\_\_  
 Fee: \_\_\_\_\_

**\*\*COMPLETE ALL APPLICABLE SECTIONS\*\***  
**ALL APPLICATIONS MUST BE ACCOMPANIED BY REQUIRED APPLICATION FEE.**

DATE: \_\_\_\_\_

APPLICANT INFORMATION	
Applicant Name:	Telephone:
Mailing Address:	City/State/ZIP

PROPERTY INFORMATION	
Property Address: <small>(if different from above)</small>	Current Zoning:
Legal Description: <small>(**REQUIRED, Attach Additional Pages if Necessary)</small>	

## SPECIAL EXCEPTION REQUEST INFORMATION

### \*\*EXPLANATION OF A SPECIAL EXCEPTION\*\*

In adopting the Zoning Ordinance, the City of Sac City has set forth guidelines for the construction, modification and location of buildings and other structures so as to ensure orderly development and adequate open space in the City. These guidelines include required front, rear, and side yard setbacks, height limits, visibility requirements, accessory building regulations, etc.

In general, most development activities will be easily accomplished within the general provisions for principal and accessory structures as outlined in the Zoning Ordinance. However, circumstances may arise whereby a project, use, or activity may not be specifically allowed by the Zoning Ordinance, but may be appropriate for the district in which it is located. For this reason, the Board of Adjustment has been authorized to grant "special exceptions", which are specific modifications of one or more general provisions of the Zoning Ordinance. Only those special exceptions that are authorized by the Zoning Ordinance may be passed by the Board of Adjustment. Additionally, the Board of Adjustment may impose additional conditions above those outlined in the Zoning Ordinance upon projects or uses that receive special exceptions.

Please submit the following items to complete your application. You may use the back of this sheet or attach additional pages as necessary.

- o 1. A written narrative explaining the project, including the exact section of the Zoning Ordinance under which the applicable special exception may be allowed.
- o 2. A scaled drawing of the property which shows (a) property lines and existing buildings and other site improvements, (b) the extent of the proposed special exception on the property, (c) the placement of buildings on adjacent lots, and (d) any topographic or other features which may be important to the application.
- o 3. A list of ALL adjacent property owners including Names, Addresses, and Telephone numbers. All adjacent property owners will be notified of the request for a special exception, and will have the opportunity to provide their input on the request. Note that the Zoning Administrator may determine that additional adjacent owners must be contacted.
- o 4. The required application fee made out to the City of Sac City.

The Board of Adjustment is required to hold a public hearing on the request, at which time adjacent property owners and other affected individuals will have the opportunity to provide input. Applicants may represent themselves and/or be represented by an agent or attorney. The Board shall make a decision on the request within 30 days of the hearing. No special exception shall be granted by the Board unless it finds that it is empowered under a specific section of the Zoning Ordinance to do so, and that the granting of the special exception will not adversely affect the public interest or infringe upon the rights of an adjacent property owner. **\*\*IMPORTANT NOTE:** The approval of a special exception does not eliminate the requirement of an applicant to obtain a building permit if any structure is to be constructed or modified.

APPLICANT CERTIFICATION
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND THE INFORMATION PROVIDED IS ACCURATE AND CORRECT. I AGREE TO COMPLY WITH THE CITY OF SAC CITY ZONING ORDINANCE AND ALL OTHER LOCAL, STATE, AND FEDERAL LAWS AND REQUIREMENTS GOVERNING THIS REQUEST, WHETHER HEREIN SPECIFIED OR NOT.

Signature of Owner: **X** Date: \_\_\_\_\_

CITY REVIEW & APPROVAL		
<b>ZONING/BUILDING ADMINISTRATOR</b>	<b>BOARD OF ADJUSTMENT</b>	Date Reviewed: _____

o Incomplete-Return to Owner

(complete section below) o Forward to Board of Adjustment for review	o Application meets requirements for special exception- <b>exception approved:</b> o As presented in application o With additional requirements as detailed on back of this form or attachment	o Application does not meet requirements for special exception-application <b>denied.</b>
Signature: _____	Signature of Board Chairperson: _____	
Follow-up action: _____	Follow-up action (attach additional pages if necessary): _____	