

DICKINSON COUNTY ZONING, 1802 HILL AVE, STE. 2101 SPIRIT LAKE, IA 51360
Ph: 712-336-2770

It is the responsibility of the owner to provide true, complete, and accurate information on the Application for Certificate of Zoning Compliance and to provide all other requirements listed below. **Incomplete applications will be returned.**

1. Fill out the zoning compliance application form.
2. Site Plan. Provide a site plan drawn to scale showing:
 - Dimensions of the plat of land and total area as recorded
 - Property boundary lines and distances of the new structure(s) to the property lines.
 - Dimensions between all other existing structures
 - The proposed location, size, shape and type of all buildings or structures.
 - Parking and open spaces, walkways, driveways lighting, walls, fences, signs, monuments, and other man-made features.
 - Drainage plan
 - Location of septic and well facilities
 - Location and nature of any easements, and such other information as may be necessary to provide for the enforcement of the ordinance.
 - Show all impervious surfaces and the percentage of those surfaces on the lot
3. Drainage Plan/Water Quality Management Plan. A drainage plan addressing a method for controlling stormwater on your property as a result of the proposed structure is required. Low Impact Development should be incorporated into the plan unless the site is not suitable in supporting those practices.

When one acre or more of land is going to be disturbed, a vacant lot(s) to be improved exceeds an impervious surface of 60% or more, or when an improved lot exceeds a net increase of impervious surface of 25% or more, the plan shall be developed to comply with Statewide Urban Design and Specifications (SUDAS) and shall manage water quality volume of 1.25 inches by infiltration process according to the Iowa Stormwater Management Manual. This plan shall be designed by a licensed engineer.
4. Provide ground and elevation plans for all four sides of the planned structure. For any structure being moved in, pictures and a statement of structural soundness and safety must be provided.
5. Attach a plat or aerial copy showing all dimensions of the lot as recorded.
6. A survey of the property may be required by the Zoning Administrator where the current lot lines are in doubt or question, or where the lot pins cannot be located with any degree of certainty. In the event of an ordered survey, all lot pins that are required for a lot must be located by a certified land surveyor and clearly marked.
7. Show that the lot has not been divided and made non-conforming since the existence of the Zoning Ordinance. (Land transfer records from Auditor or Recorder.)
8. Physically show and mark the lot pins on the property and mark the outside building corners of the proposed structure.
9. If the building is in compliance, the zoning compliance permit will be issued. Compliance permits shall be posted within 10 days after issuance of the permit and shall remain posted for the duration of construction.
10. If the building is not in compliance, the applicant has the right to seek a variance from the Board of Adjustment.

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

Contractor Name _____

Contractor State ID # _____ Date _____

Applicant (Owner) _____ (Name) _____ (Phone Required)

Email Address: _____

_____ (Mailing Address) _____ (Town or City) _____ (State) _____ (Zip)

911 Address at Site _____ Parcel Number _____

Quarter _____ Section _____ Twp. _____ N Range _____ W _____

TownshipName _____ Subdivision _____ Unit _____ Block _____ Lot _____

Type/Use/ Purpose of Improvement or Structure _____

Will the improvement be used for Agricultural purposes? _____ If yes, please attach an explanation.

Is the structure in a flood plain? _____ if yes, a Flood Plain Permit may be required.

Lot or tract area _____ sq. ft.(or acres) Average width of lot _____

Height of structure _____ feet No. of off-street parking spaces on your Lot(s)? _____

Impervious Surface Total _____ % Impervious Surface Increase of _____ %
(No water can go through)

Area to be disturbed _____ sq. ft. (or acres) Driveway needed: Yes _____ No _____

Distance from lot lines to proposed structure:

Front yard _____ feet Rear yard _____ feet

Side yards _____ feet Side yards _____ feet

Easements _____ Approximate Cost _____

The undersigned applicant certifies under oath and under the penalties of perjury that the foregoing information is true and correct, that the diagram is a true representation of the structure(s) to be built, the pins identified are accurate and they have read and understand attached instructions Form ZCA-1.

_____ (Owner) Signature

CONSTRUCTION SHALL COMMENCE WITHIN SIX (6) MONTHS OF PERMITS ISSUE AND BE COMPLETED WITHIN ONE (1) YEAR AT WHICH TIME IT SHALL EXPIRE.

_____ OFFICE USE ONLY _____

Permit granted to proceed in accord with information shown in this application and attached diagram, what was identified at the site, and receipt of fee acknowledged.

Approved this _____ day of _____ 20____ Sewer _____ Water _____

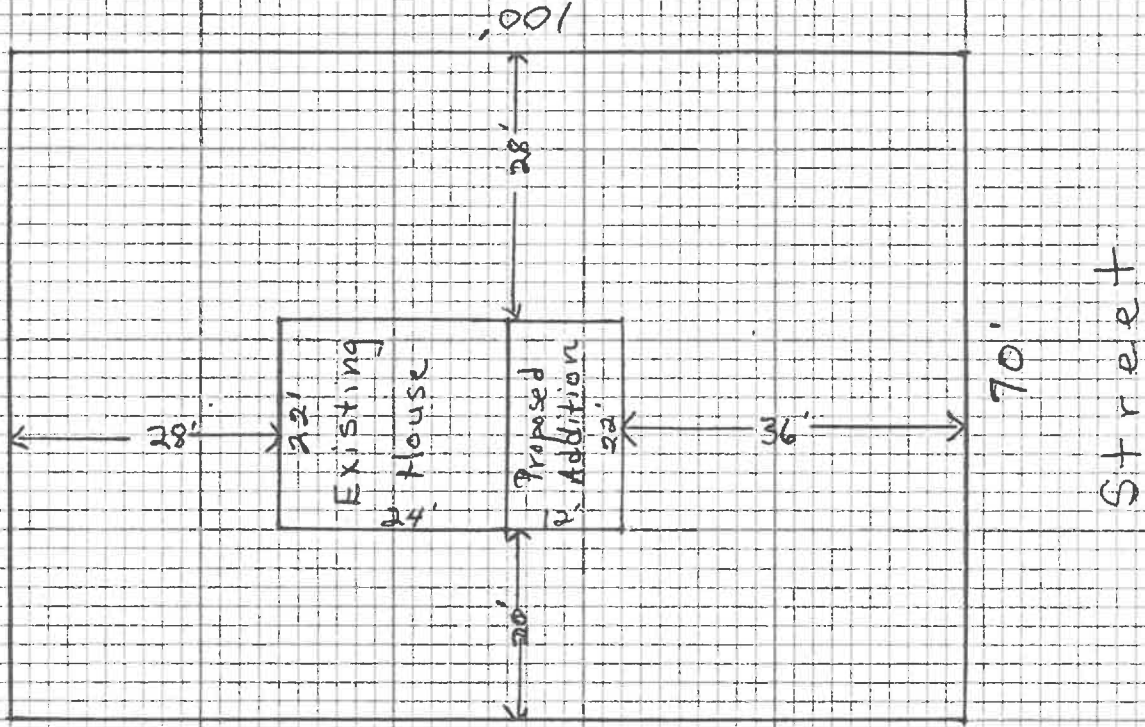
_____ Silt Fence _____ Fee _____

(Administration Officer)

Checks to be made payable to **Dickinson County Zoning** Check # _____ Cash _____

EXAMPLE

Draw Diagram Similar To This



SCALE 1" = 20'

SCALE 1" = 20'

DICKINSON COUNTY ZONING COMPLIANCE PERMIT FEE SCHEDULE

<u>Estimated Cost of Structure</u>	<u>Zoning Compliance Permit Fee</u>
\$ 0 - 500 Value	\$ 25.00
501 - 2500	50.00
2501 - 5000	75.00
5001 - 10,000	100.00
10,001 - 50,000	150.00
50,001 - 100,000	200.00
100,001-250,000	300.00
250,001-500,000	400.00
500,001 - million+	500.00
Multi-family	200.00/unit
Variances	350.00
Conditional Use	350.00