

**City of Bondurant**

Planning and Community Development  
200 2nd St NE, Bondurant, Iowa 50035  
(515) 967-2418 • [planning@cityofbondurant.com](mailto:planning@cityofbondurant.com)

# BOARD OF ADJUSTMENT APPLICATION

**Property Owner**

Full Name   
Address   
City  State  Zip   
Phone  Email

**Applicant (if not Property Owner)**

Full Name   
Address   
City  State  Zip   
Phone  Email

**CONDITIONAL USE PERMIT****Submittal Requirements:**

*All submittal requirements must be completed. Incomplete applications will not be considered.*

Property Address or Parcel ID Number:



Completed Application



Filing Fee: \$350



Written narrative indicating the conditional use sought and response to criteria outlined for said conditional use.



Legal Description of Subject Parcel(s)



Other information as required

**VARIANCE****Submittal Requirements:**

*All submittal requirements must be completed. Incomplete applications will not be considered.*

Property Address or Parcel ID Number:



Completed Application



Filing Fee: \$350



Site plan and Elevations (when applicable)



Written narrative indicating justification for the proposed variance in relation to findings of fact outlined in the City of Bondurant's Code of Ordinances in Section 27.02.2. (see page 2)



Legal Description of Subject Parcel(s)



Other information as required

The undersigned hereby certifies that all information provided is complete and accurate to the best of the undersigned's knowledge, and that all information required by this application or by the Board's staff on its behalf has been provided.

Signature

Date

BOA Agenda Date

Case No.

Received Date

FOR OFFICE USE ONLY



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## CONDITIONAL USE PERMITS

*Conditional uses require closer scrutiny and analysis to the subject property and its surroundings due to the special impacts or uniqueness of these types of developments. Each conditional use may have specific requirements for the type of use proposed. Please review your zoning districts permitted conditional use section within the city of Bondurant's Code of Ordinances under Chapter 178 'District Regulations'.*

### Notifications

Notice of a public hearing is provided to the owner of the property via mail or email and to the public through a publication in a local newspaper. Properties within two-hundred (200) feet will receive a mailing from the city.

## BOARD OF ADJUSTMENT MEETINGS

The Board of Adjustment meets the 2nd Tuesday of each month at 5:00pm at the City Hall. Agenda packets are posted to the City of Bondurant's website for each meeting. Please visit the following link for all agendas and meeting minutes:

[CityofBondurant.com/Minutes-and-Agendas](http://CityofBondurant.com/Minutes-and-Agendas)

## PAYMENT OF APPLICATION FEES

Permit application fees can be paid by a check made payable to the City of Bondurant or through our online payment portal:

[MunicipalOnlinePayments.com/Bondurantia](http://MunicipalOnlinePayments.com/Bondurantia)

## VARIANCES

*A variance is not a zoning change, but instead a project-specific change in requirements allowed on a specific property. Variances do not involve the establishment of new codes, regulations, or policies. Instead, a variance allows a deviation from certain provisions of the zoning code and its standards due to specific circumstances.*

### Notifications

Notice of a public hearing is provided to the owner of the property via mail or email and to the public through a publication in a local newspaper. Properties within two-hundred (200) feet will receive a mailing from the city.

### Findings of Fact

*The following questions must be answered and submitted by the applicant as part of a submittal for a variance. A variance cannot be granted unless all findings of fact can be answered favorably for the request.*

#### 1. Can the land in question still yield a reasonable return if the variance was not granted?

This asks whether the property owner could establish any beneficial use on their property without a variance.

#### 2. Do special conditions and circumstances exist which are peculiar to the land, structure, or building involved?

Special conditions or platting features peculiar to the lot itself must be precluding the applicant from complying with the zoning code. This may include physical features such as steep slopes or floodplains. These conditions and circumstances must be unique to the parcel in question.

#### 3. Do the special conditions and circumstances of Question 2 result from the actions of the applicant, or are they beyond the applicant's control?

Provide evidence that the hardship is not self-imposed.

#### 4. Will granting the variance confer on the applicant any special privilege that is denied to other lands, structures, or buildings relative to the property?

Explain how the variance is not advocating for rights superior to neighboring properties or those in the same zoning district.

#### 5. Will granting the variance alter the essential character of the land in question?

Though granting the variance allows deviation from the zoning code, the variance must not change the intent of the Code or change the character of neighbors who are in the same zoning district.