

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 the actual dimensions of the lot to be built upon, accurate locations of lot pins and lot lines, the size, shape and location of the building to be erected, all other existing structures on the lot, and the dimensions of the required yards. The distance from the lot lines to the structure should be measured to the foundation except where there are projecting overhangs or structures such as a floor, wall, bay window, stone or brick veneer, other cantilevered structure, or in the side yards, air conditioner, heat pump, or condenser. Then the measurement shall be the least distance between the lot line and foundation subtracting the projecting structure. Cornices and eaves can extend 2 feet or less into the required yard. Also show parking and open spaces, site drainage of storm water runoff control provisions, location and nature of any easements, and such other information as may be necessary to provide for the enforcement of the ordinance.
3. **Water Quality Management Plan.** In all zoning districts, when one acre or more of land is going to be disturbed, a water quality management plan for that disturbed land shall be required. 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.
A water quality management plan addressing drainage as a result of the structure being permitted is required. Low Impact Development should be incorporated into the plan unless the site is not suitable in supporting Low Impact Development practices.
When 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 property owner shall 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 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 ordered 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 four or more 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. The maximum ground cover of structures and all water impermeable surfaces and structures shall not exceed 75% in all Residential Districts and Resort Enterprise. It shall not exceed 80% in the R-5 Mobile Home, Light Industrial and Heavy Industrial Districts.
It shall not exceed 90% in the GC District.
9. Physically show the lot pins on the property and mark with flags from the zoning office. Flag the outside building corners of the proposed structure.
10. 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.
11. 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

ZONING ORDINANCE #102

Contractor Name _____

Contractor State ID # _____

Date _____

Applicant (Owner) _____
(Name) (Phone)

(Mailing Address) (Town or City) (State) (Zip)
911 Address at Site _____

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

Subdivision _____ Unit _____ Block _____ Lot _____

Other description _____

Type or purpose of improvement proposed _____

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)

Distance from lot lines to proposed structure:

Front yard _____ feet, Rear yard _____ feet

Side yards _____ feet, _____ feet

Use of structure _____

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.

Checks to be made payable to **Dickinson County Treasurer**

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 _____

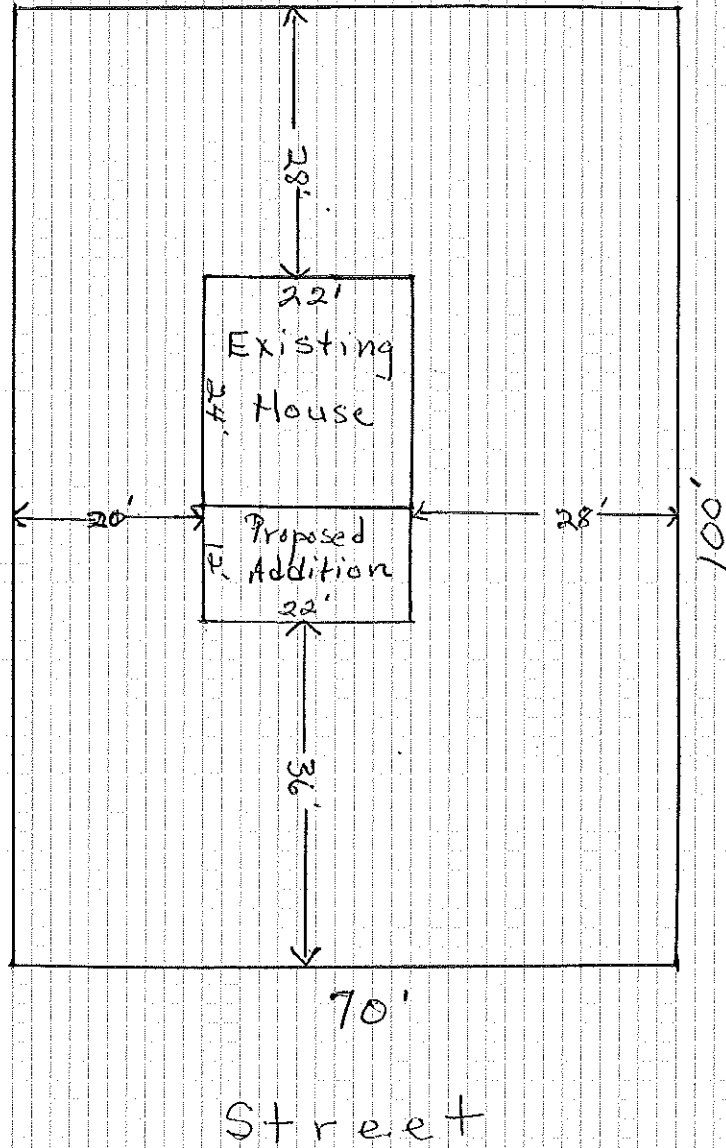
(Administration Officer)

Silt Fence _____

Fee _____

EXAMPLE

Draw Diagram Similar To This



SCALE 1" = 20'

DICKINSON COUNTY ZONING COMPLIANCE PERMIT FEE SCHEDULE

Estimated Cost of Structure

Zoning Compliance Permit Fee

\$	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