

## VARIANCE REVIEW GUIDELINES

1. Variance is not the appropriate remedy for a general condition.
2. Hardships must be severe.
3. Self inflicted hardships are not grounds for a variance.
4. Personal hardships are not grounds for a variance. The hardship must relate to physical character of the property.
5. Economic conditions are not grounds for a variance (solely).
6. If granted, variance must not adversely affect neighborhood.
7. All applicants must be treated equally.

**APPLICATION FOR MARION COUNTY  
SPECIAL USE/VARIANCE REQUEST**

Date \_\_\_\_\_

To: Marion County Board of Adjustments

The undersigned is the (owners/owner's agent) of the following described property located in the unincorporated area of Marion County, Iowa and requests the Board of Adjustments to hear the following petition:

**Description of the Request**

SPECIAL USE/VARIANCE REQUEST \_\_\_\_\_

**Legal Description of the Property** – all of the information for this section can be obtained from the Assessors' website

Legal Description \_\_\_\_\_

Parcel # \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Existing Subdivision Name \_\_\_\_\_ Flood Plain: yes \_\_\_\_\_ no: \_\_\_\_\_

**Owner/Petitioner Information**

Petitioner Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Agent for Owner \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Enclose the Following**

**1. Check for amount specified by Zoning Office made out to: Marion County Zoning – the fee for a Special Use Permit or Variance is \$200 do with the completed application.**

- 2. Documentation to support request as requested by the Zoning Administrator which may include the following:
  - a. Property lines (a survey may be required for rezoning to describe the location)
  - b. Proposed and existing building locations
  - c. Proposed buildings setbacks required
  - d. Parking areas and driveway plans – driveway and parking plans must be approved
  - e. Location of all roads, arterial, walkways, sidewalks, etc.
  - f. Location of all traffic control devices including signs, driveways, etc.
  - g. Vicinity map (aerial map)
  - h. Other items as special conditions may warrant and as determined by Zoning Administrator
- 3. Petition completely filled out and signed
- 4. Adjoining property owners: Please obtain a list of names and addresses of those persons owning property within five hundred (500) feet of any part of the above described property. This is the responsibility of the petitioner. This list can be obtained from the Marion County Auditors' office.

**DEADLINE: Petitions, checks and all pertinent information must be in the Marion County Zoning Office on the first business day of the month to be on the Marion County Board of Adjustments agenda for that month.**

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date