



MITCHELL COUNTY PLANNING & ZONING

Amanda Baer
212 South 5th Street
Osage, Iowa 50461
641-832-3943

Variance Appeal Application

Mitchell County Board of Adjustment

Board of Adjustment Authority

The Mitchell County Board of Adjustment is empowered by Iowa law and by the Zoning Ordinance of Mitchell County to hear requests and to make decisions on variance appeals to the Zoning Ordinance for individual properties where provisions of the Ordinance impose a unique and unnecessary hardship on the property owner and where the granting of a variance is not contrary to the intent of the Zoning Ordinance or to the public interest.

Each variance appeal is only a request to have a hearing before the Board of Adjustment. Notice of the hearing will be provided to all property owners located within 500 feet from the subject property. The Board of Adjustment will make a determination at a public hearing whether or not to approve or deny the request based on a staff report, applicant presentation, as well as public input. All appeals that are denied shall not come back to the Board of Adjustment for one year. Refunds will not be made once the application and supporting documentation has been filed with the Mitchell County Zoning Administrator.

Please complete the application in its entirety.

1. The undersigned applicant requests that the Board of Adjustment consider this application for a variance appeal for the following general purpose. (Briefly describe the request):

2. Subject Property Address: _____

3. Subject Property Zoning District: _____

4. Subject Property Section, Township, and Range: _____



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5. Subject Property Legal Description (Attach if necessary):

6: Filing Fee: \$300.00

7. Applicant Information:

Applicant (Print Name)	Applicant (Signature)	Date
Interest in Property (Owner, Renter, Leaser, Etc.)	Email	
Address, City or Town, State, Zip Code	Phone Number	

8. Applicant's Representative:

Applicant Representative	Firm or Business
Address, City or Town, State, Zip Code	Phone Number
Email	



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9. Property Owner Consent:

The application must be signed by all the Titleholders, Contract Purchasers, or Option Purchasers of the subject property. The application may also be signed by the Registered Agent for a corporation or other person with similar legal authority to sign for a property owner. (If additional signatures are needed, please attach separately.)

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

10. State the reason(s) the variance is necessary and why you cannot comply with the regulations of the Zoning Ordinance. Specifically explain the nature of the appeal.



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11. Required Information: (must be included prior to making submittal)

A. Complete Application including the detailed description of requested Variance Appeal including specific information about the request.

B. Submit six (6) copies of a fully dimensioned, to scale site plan meeting site plan requirements, as required.

1. Provide additional information as required by Zoning Ordinance specific to the use requested.

2. Submit a reduced size, 9" x 11" site plan that is legible that can be reproduced.

**A completed application with required information and filing fee must be submitted.
Incomplete submittals will not be processed and will be returned to the Applicant.**

Return forms to:

Mitchell County Planning & Zoning

Attn: Amanda Baer, Zoning Administrator

212 S. 5th Street

Osage, Iowa 50461

Phone: 641-832-3943

Email: abaer@mitchellcoia.us