



Community Development & Zoning Department

**BOARD OF ADJUSTMENT
VARIANCE REQUEST GUIDELINES**

City of Waverly
Community Development & Zoning
200 1st St. NE PO Box 616
Waverly, IA 50677
319-352-9208 Phone 319-352-5772 Fax

Procedure for Hearing Cases:

The following rules will apply to all appeals or applications before the Board. Appeals to the Board may be requested by any person, group, or by any officer or department of the City affected by any decision of the Zoning Administrator and by applicants for a special exception or variance.

Action to Take:

Please provide the following to the City of Waverly Zoning Administrator no later than 15 days prior to the scheduled meeting date. Meetings are held on the 2nd Monday of each month.

1. Building Permit Application. (If not submitted)
2. A site plan showing location of structure and dimensions to property lines. (If not submitted)
3. Letter of request addressed to the Board of Adjustment. The request has to meet one of the following needs:
 - a. Appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of the zoning ordinance.
 - b. Special exceptions to the terms of the zoning ordinance upon which the Board is required to act under the ordinance.
 - c. Variances to a zoning district requirement where there are unusual conditions or circumstances which cause a hardship when the provisions of zoning are strictly applied.
4. Submit a nonrefundable fee of \$150.00 (effective March 1, 2011)

An agenda for the hearing will be sent to you informing you of the date and time of the Board of Adjustment meeting.

Decisions:

Decisions granted or denied by the Board of Adjustment shall take effect 15 days following the filing of the Board's decision with the City Clerk. A variance (if granted) remains effective in conformance therewith for a period of one year.