



29 5th Street S, Humboldt, IA 50548 • P (515) 332-3435 • F (515)332-1453 • cityhbt@cityofhumboldt.org

APPLICATION NO. _____
(City use only)

APPLICATION FOR SPECIAL USE PERMIT

All required information must be presented before acceptance of application.
The applicant must complete all sections in bold for review to begin.

Please type or print:

1. **Date:** _____

Applicant Name: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____
(Home) (Work)

E-Mail Address: _____

2. **Location of Property**

Street Address: _____

Legal Description: _____

Zoning Classification: _____

This form cannot be processed until all required materials are submitted. In addition to this application, the following information is required for submission. On a separate sheet of paper please type or print the following:

- 3. Response to the attached Supporting Information Form
- 4. Site plan drawn to scale
- 5. Preliminary plans and specifications for all proposed construction activities
- 6. Application fee - \$150.00

HUMBOLDT

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The Board of Adjustment (BOA) may grant a special use permit provided the BOA can make a finding that the use will not adversely affect the health, safety and general welfare of the community and may require the applicant to modify, alter, adjust or amend the proposal as the BOA deems necessary to preserve the intent and purpose of the Zoning Ordinance.

This request for special use will not be granted unless sufficient facts are presented in this application and at the BOA hearing to support a positive finding by the BOA. In support of this permit application, a Supporting Information Form shall be completed by the applicant(s).

Approval of this request for special use by the Board of Adjustment in no way absolves the applicant from subsequently obtaining the necessary development approvals, such as site plan, building permits, etc. from the City of Clive or any other applicable agency.

I (We) certify that I (We) have submitted all the required information for a special use permit and that such information is factual.

Signed by: _____ on date: _____
(Owner)

or: _____ on date: _____
(Owners Agent)

(City Use Only)

HEARING DATE: _____

FEE PAID: _____ RECEIPT NO: _____

DATE FILED: _____

BOARD OF ADJUSTMENT ACTION

APPROVED: _____
(Date)

DENIED: _____
(Date)



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SUPPORTING INFORMATION FORM

The Board of Adjustment (BOA) is authorized to grant a special use permit provided that the provisions of the proposed use adequately safeguard the health, safety, and general welfare of persons residing or working in adjoining or surrounding property. The BOA must find that the special use permit meets the criteria stated below. On a separate piece of paper, address each issue as it pertains to your request:

- 1. The applicant must be harmonious with and in accordance with the general principles and proposals of the current Land Use Policy/Plan of the City.**
- 2. The applicant must show the specific proposed exception will not be injurious to the use and enjoyment of other property in the immediate vicinity and will not materially diminish or impair property value unreasonably in the neighborhood.**
- 3. The applicant must show that the establishment of the special proposed exception will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district in which such property is located.**
- 4. The applicant must show that the adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.**
- 5. The applicant must show the adequate measures have been or will be taken to provide ingress or egress designed to minimize traffic congestions on public streets.**
- 6. The applicant must show that except for the specific regulations and standards applicable to the exception being considered, the specific proposed exception, in all other respects, conforms to the applicable regulations or standards of the zone in which it is to be located.**

Supporting evidence from a professional appraiser, realtor, engineer, architect or other professional may be necessary to support the issuance of a special use permit. The Board of Adjustment may require additional documentation in order to grant a special use permit.