



Applicant

* Name

* Email

* Phone



Address

Property Owner

If different from applicant

Name

Email

Phone

Address

/

Project Location

Project / Property Address (if known):

/

Project Location (layperson terms):

/

Project size (acres/square feet):

Zoning District:

Legal Description (Plat & Lot #):

Application Info

What is the zoning designation of the property where the activity will take place?

How do the above site conditions prevent reasonable use of the land under the terms of the City of Altoona Zoning Ordinance?

Is the request for a Home Occupation (Chapter 167.15)? If so, please provide information that describes exactly what you want to do (such as the business, number of employees, hours of operation, parking needs, etc.).

Notice to Applicants

The Board of Adjustment shall permit conditional uses to the District regulations set forth in the Zoning Code; consider safeguards and conditions as are appropriate under this Zoning Code; or deny conditional use permits when not in harmony with the purpose and intent of the Zoning Code. A conditional use may not be granted unless and until:

1. A written application for conditional use is submitted indicating the section of this Zoning Code, which the conditional use is sought, and stating the grounds on which it is requested.
2. Notice of public hearing shall be given at least ten (10) days in advance of public hearing. The owner of the property for which conditional use is sought or any agent of said owner and any other affected property owners shall be notified by mail. Notice of hearing shall also be posted on the property for which conditional use is sought.
3. The public hearing shall be held. Any party may appear in person or by agent or attorney.
4. The Board shall make a finding that it is empowered under the section of this Zoning Code described in the application to grant the conditional use, and that granting of the conditional use will not adversely affect the public interest.

In granting any conditional use, the Board may prescribe appropriate conditions and safeguards in conformity with this Zoning Code. Violations of such conditions and safeguards, when made a part of the terms under which the conditional use is granted, shall be deemed a violation of this Zoning Code and punishable under Section 171.05 of this Zoning Code. The Board may prescribe a time limit within which the action for which the conditional use is required shall be begun or completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void the conditional use.

Board of Adjustment meetings are usually held on the first Tuesday of each month if needed. The completed application and accompanying materials must be received by the first Tuesday of the previous month to hold the hearing on the first Tuesday of the next month.

Map

Submit an 8.5x11 drawing showing the proposed variance requested, drawn to scale. Larger sheets are acceptable if applicant will also furnish reduced copy. The site plan must also show all easements on the property.

Fee

Applications require a non-refundable filing fee of \$150 for a conditional use permit.

Signature

Name

Date