ORLEANS ZONING PERMIT REVIEW

Application No. _____ This permit application is: ☐ Recommended ☐ Not Recommended

Need Additional Information before Approval: _____

Comments: _____

Signed: _____ Date: _____

NWIPDC Zoning Reviewer

City of Orleans, Iowa
Application for Zoning Compliance Permit

Phone: (712) 336-8156 13880 253rd Avenue, P.O. Box 345 Orleans, IA 51360 Office Hours by Appointment
email address: cityoforleansia@outlook.com

For questions, please contact Darren Bumgarner, NWIPDC, Zoning Permit Reviewer, (712)262-7225x143
email address: darren.bumgarner@nwipdc.org

1. LOCATION OF PROPOSED IMPROVEMENTS

Street Address _____ Zoning Classification _____

Legal Description (Lot) (Block) (Subdivision)

2. APPLICATION IS MADE BY

☐ ☐ ☐ owner/developer/agent

(Check one)

Name: _____

Name of Property Owner: _____

Mailing Address: _____

City, State, Zip: _____

Contact Number and email address: _____

Contractor (Name & Phone #): _____

3. REASON FOR ZONING PERMIT

This permit is for: ☐ New Construction ☐ Fence ☐ Driveway ☐ Sign

☐ Landscaping ☐ Structural Alterations ☐ Building Additions ☐ Move/Relocate Bldg.

Please describe in DETAIL the proposed building activities for this permit application

(e.g. build new house, erect new garage, etc.; and please provide type of construction and building dimension)

_____

_____

_____

Size and total square feet of the proposed structure or building: _____

Height of proposed structure or building: _____

(Note: Height of a building or structure is that distance measured from the lowest ground level to the highest point)

Valuation of proposed structure, building or improvements: $_____

Please provide a visual depiction and text of any signs for the proposed building or structure,

*Before and after picture of any work performed on lake shore with retaining walls, patios etc

4. LOT OR PARCEL INFORMATION

Lot Size _____ (sq.ft.) Front Lot Width _____ Rear Lot Width _____ Lot Depth _____

Structure will be set back _____ feet from FRONT lot line

Structure will be set back _____ feet from REAR lot line

Structure will be set back _____ feet from LEFT SIDE and _____ feet from RIGHT SIDE

Structure will be set back _____ feet from nearest structure/building on the lot *(occupied or unoccupied)*

Present Land Use: _____ Proposed Land Use: _____

- PLEASE CONTINUE ON THE NEXT PAGE -

SITE PLAN:

Application for a zoning compliance permit will be accompanied by a detailed site plan in accordance with Article XIII of the Orleans Zoning Ordinance. Site plans should include at a minimum:

- Property boundary lines, dimensions and total area.
- If substantial topographic change is proposed, city staff may request contour lines at no more than 10' intervals.
- If relevant, the estimated amount (in cubic yards) and type of fill material to be removed or brought into the site.
- The availability and location of existing utilities, if requested by city staff.
- The proposed location, size, shape and type of all buildings or structures.
- The total square feet of all proposed buildings, both individually and collectively.
- Existing buildings, rights-of-way, street improvements, utilities, easements, or drainage ways.
- Parking areas, number of parking spaces proposed and type of surfacing to be used.
- Walkways, driveways, lighting, walls, fences, signs or monuments to be used in the landscape.
- Location and type of hard landscaping and plantings, fences or walls if used for screening purposes.

Other considerations pertinent to the proposed use may be requested by the zoning administrator.

See the following page for sample site plan

ZONING COMPLIANCE PERMIT FEES:

Permit fees shall be paid at the time the permit application is submitted to the City of Orleans. Zoning permit fee amounts may be obtained from City Hall. No construction shall commence until the zoning compliance permit has been approved and the fee has been paid to the city. Online bill pay is available for your convenience.

The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and will adhere to the Orleans Zoning Regulations. The applicant also acknowledges understanding and agreement of: *That this permit is valid ONLY for the project as presented to and approved by Orleans; AND that <u>any changes</u> made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Orleans for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to the parcel /land/site plan as presented renders this permit null and void.*

Approval of a Zoning Compliance Permit shall be valid for a period of six months. The permit shall be void if the use applied for has not commence construction within six months of approval of such permit unless an extension has been obtained by the Zoning Administrator.

Online bill pay is available for your convenience at: <u>https://orleansiowa.gov/pay-online/</u>

_____ _____

Applicant Signature (or Authorized Representative) ***Date***

City of Orleans

ORLEANS ZONING COMPLIANCE PERMIT APPROVAL (FOR USE BY THE CITY OF ORLEANS ONLY)

This application and site plan presented by the applicant have been reviewed for compliance with the Orleans Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is: ☐ Approved ☐ Denied as presented on this date: _____

Signed: _____ Orleans City Clerk

Copy Sent to Applicant on: _____

Zoning Permit Fee Paid: ☐ Yes ☐ No $_____

Special Exception Permit Required ☐ Yes ☐ No If Yes, forwarded to Board of Adjustment on _____ (date)

Zoning Compliance Permit - Site Plan

Applicant: _____

Address: _____

Please Submit below a sketch plan in support of your building permit application, showing the actual shape and dimensions of the lot on which the construction will take place.

1. Show streets, with street names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of existing and proposed new structures, and their distances from the lot lines
4. Show locations of existing and proposed accessory buildings (if any), and distances from main building and lot lines.
5. Show locations of utility and any other permanent access easements.
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable).
7. **Please provide electronic copies of plans whenever possible. We cannot duplicate 11X14 and 11X17. Send to cityoforleansia@outlook.com.**

Scale: One box equals two feet (2'), unless otherwise specified. Attach additional pages if necessary.

If you are submitting house plans or large improvement, please ask your architect for an electronic copy of the same to submit to the city. We cannot duplicate 11X17 or 11X14. Thank you