

APPLICATION FOR SPECIAL PERMIT
CITY OF WATERLOO PLANNING, PROGRAMMING,
AND ZONING COMMISSION
WATERLOO, IOWA
319.291.4366

New or Overall Amendment _____

Involving a variance(s) _____

Minor Change _____ (check one) (Minor Change must be approved by staff)

1. APPLICATION INFORMATION:

- a. Applicant's name (please print): _____
Address: _____ Phone: _____ Fax: _____
City: _____ State: _____ Zip: _____
- b. Status of applicant: (a) Owner _____ (b) Other _____ (CHECK ONE): If other explain: _____

- c. Property owner's name if different than above (please print): _____
Address: _____ Phone: _____ Fax: _____
City: _____ State: _____ Zip: _____

2. PROPERTY INFORMATION:

- a. General location of special permit: _____

- b. Legal description of property or portion requesting special permit: _____

- c. Dimensions of proposed special permit: _____
- d. Area of proposed special permit: _____
- e. Current zoning: _____
- f. Variance(s) requested: _____
- g. Reason(s) for special permit and proposed uses(s) of property: _____

- h. Conditions (if any) agreed to (does not affect any existing conditions unless specified): _____

- i. Other pertinent information (use reverse side if necessary): _____

Please Note: If applicant is not the owner of the property, the signature of the owner must be secured. If it is the intent to subdivide (split) any land, vacant or improved in conjunction with this request it must go through a platting process (separate from special permit request).

The filing fee of **\$200** (for new or overall amendment), \$225 (if involving a variance), \$125 (for individual building), or \$0 (for minor change) (payable to the City of Waterloo) is required. **This fee is non-refundable.** Under no condition shall said sum or any part thereof be refunded for failure of said amendment to be enacted into law. Any major change in any of the information given will require that the request go back through the process, with a new filing fee. The undersigned certify under oath and under the penalties of perjury that all information on this request and submitted along with it is true and correct. All information submitted will be used by the Waterloo Planning, Programming, and Zoning Commission and the Waterloo Board of Adjustment in making their decision. The undersigned authorize City Zoning Officials to enter the property in question in regards to the request.

Signature of Applicant

Date

Signature of Owner

Date