



**City of Waterloo  
Planning & Zoning Department  
715 Mulberry Street Waterloo, Iowa 50703  
319-291-4366**

**BOARD OF ADJUSTMENT – APPLICATION TO APPEAL**

The Request is a (CHECK ONE)

\_\_\_ It is an Appeal for an Interpretation of the Ordinance or Map.

\_\_\_ It is a request for a variance relating to the use, area, frontage, setback or height

SITE ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

PROPERTY OWNER (if different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Pursuant to the provision of Ordinance No. 2479, as amended – appeal is hereby made to vary or modify the order, requirement, decision or ruling of the Zoning Official of the City of Waterloo, Iowa.

ATTACHED HERETO AS PART OF THIS APPEAL, WE SUBMIT THE FOLLOWING: (Note: These papers and the filing fee **must be submitted** with the appeal in order for your request to be processed.)

- 1. A reference to the proper part and section of the Zoning Ordinance on which the variance is requested.

\_\_\_\_\_  
\_\_\_\_\_

- 2. A scale drawing and/ or other graphic documentation of all relevant details.
- 3. A brief narration setting forth the specific grounds for appeal.
- 4. A check in the amount of two hundred twenty five dollars (\$225), payable to the City of Waterloo.  
**Note:** This is a filing fee and is non-refundable, even if the request is denied.
- 5. A petition of approval by surrounding or affected adjacent property owners (recommended).

We the undersigned hereby depose and say that all of the above statements contained in the papers submitted herewith are true, and authorize City Zoning Officials to enter the property in question in regards to the request.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: Y \_\_\_ N \_\_\_

Mailed to Chairman on: \_\_\_\_\_ Hearing Date: \_\_\_\_\_