



# City of Windsor Heights

www.windsorheights.org

1145 66th Street, Suite 1 • Windsor Heights, Iowa 50324

Phone 515-279-3662 • Fax 515-279-3664

## CONDITIONAL USE PERMIT APPLICATION

Date of Submission: \_\_\_\_\_ Fee Amount: \$400.00 Application No. \_\_\_\_\_

The Conditional Use and Special Use Permit Procedures provide for Planning and Zoning Commission review and discretionary Board of Adjustment action for uses within zoning districts which have unusual site development or operating characteristics that could adversely affect surrounding properties.

***\*\* Attach any graphic information, including site plans, elevations, other drawings, or other materials determined by the Zoning Administrator to be necessary to describe the proposed use to approving agencies.***

***\*\* Provide names, property addresses, and mailing addresses of all surrounding property owners within 200 feet for residential projects or 300 feet for commercial projects of the subject property. Intervening streets and alleys are not to be included in computing the 200 and 300 feet requirement. Names and mailing addresses can be obtained by contacting the Polk County Recorder and providing the property addresses. You do not need to obtain these property owners' permission.***

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Property Address, Zoning Classification, & Legal Description:** \_\_\_\_\_

The undersigned hereby certifies that all information provided is complete and accurate to the best of undersigned's knowledge, and that all information required by this application or by the Board's staff on its behalf has been provided.

**Printed name of applicant:** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: The Applicant or an authorized agent must personally be present for the request before the Planning and Zoning Commission and Board of Adjustment meetings.**

**Please contact the Zoning Administrator to obtain a list of meeting dates and submittal deadlines. 515-645-6826.**

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Printed name of applicant:\_\_\_\_\_

Signature of applicant:\_\_\_\_\_ Date:\_\_\_\_\_

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