

THE CITY OF PELLA

Planning & Zoning Department | 825 Broadway Street | Pella, IA 50219
Phone: (641) 628-0043 | Monday – Friday | 7:30am to 4:30pm

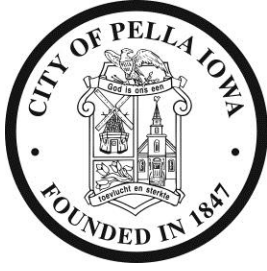
Board of Adjustment Special Use Permit (SUP) Application

Purpose and Administration. Per Section 165.37 of the Zoning Ordinance provides for review and discretionary Board of Adjustment approval for uses within zoning districts which have unusual site development or operating characteristics that could adversely affect surrounding properties. The Board of Adjustment shall review, evaluate, and act upon all applications submitted.

Municipal Procedures. Once your application is submitted to the Planning & Zoning Department, the Zoning Administrator will publish a legal notice in the newspaper and send a notification letter to all property owners within 200-ft of the subject property. The Board of Adjustment will conduct a meeting to hold a public hearing, consider staff recommendations, and make a final decision to approve, deny, or modify the Special Use Permit application based on the criteria established in Table 165.36/37-1 and conformance with applicable regulations in the Zoning Ordinance.

Scope of Board of Adjustment's Approval. The Board of Adjustment may, at its discretion, apply a special use permit to a specific owner or applicant. The Board of Adjustment may establish special site development or operational regulations as a condition for approval of a special use permit. The Board of Adjustment shall not grant a special use permit for any home occupation/homebased business which is otherwise prohibited under the Zoning Ordinance. A special use permit shall become void 180 days after its effective date if the applicant has not carried out development or occupancy during that period, or sooner if so conditioned by the Board. The Board may also revoke a special use permit should the operation of the use subject to such permit violate the conditions under which the permit was granted.

Lapse and Revocation of Permit. A Special Use Permit shall become void 180 days after its effective date if the applicant has not carried out development or occupancy during that period, or sooner if so conditioned by the Board of Adjustment. The Board of Adjustment may revoke a Special Use Permit should the operation of the use subject to such permit violate the conditions under which the permit was granted.



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Incomplete applications will not be accepted or reviewed by staff. All applications must be submitted and accepted by staff at least four (4) weeks before the scheduled Planning & Zoning Commission meeting.

I. Project Information

Site Address:	Parcel ID:
Zoning District:	Land Use(s):

II. Contact Information

Applicant/Representative:	
Mailing Address:	
Phone:	Email:
Engineer/Architect:	
Mailing Address:	
Phone:	Email:
Property Owner:	Phone:

III. Acknowledgements

I certify that ___ I am the legal owner on record, or ___ I have secured the property owner's permission, and that the above information is correct and complete to the best of my knowledge.

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner

Date

IV. Standards for Requesting a Special Use Permit

1. Please provide a short description of the nature and operating characteristics that are proposed and explain how your proposed business will be in harmony with the general purpose, goals, objectives, and standards of the City's Comprehensive Plan and Zoning Code.

2. For the Board of Adjustment to approve your Special Use Permit they must find that your proposed business will not have a substantial, undue, or adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, or parking. Please explain how your proposed business will meet this standard.

3. For the Board of Adjustment to approve your Special Use Permit they must find that your proposed business be constructed, arranged, or operated so as not to dominate the immediate vicinity or to interfere with the development and use of adjacent property in accordance with the applicable regulations. Please explain how your proposed business will meet this standard.

4. Will be served adequately by essential public facilities and services such as highways, streets, parking spaces, police and fire protection, drainage structures, refuse disposal, water, sewers, and schools, or that the persons or agencies responsible for the establishment of the proposed use will provide adequately for such services

5. For the Board of Adjustment to approve your Special Use Permit they must find that your proposed business will not result in the destruction, loss, or damage of any natural, scenic, or historic feature of significant importance. Please explain how your proposed business will meet this standard.

6. The proposed business must comply with all additional standards imposed on it by the provisions of the zoning district in which such special use may be authorized. Please identify which zoning district your business will be in and explain how your proposed business will meet this standard.

Table 165.37-1 – Criteria for Special Use Permits Applications

LAND USE COMPATIBILITY		
—	Development Density	Site area per unit or floor area ratio should be similar to surrounding uses if not separated by major natural or artificial features
HEIGHT AND SCALE		
—	Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.
—	Setbacks	Development should respect pre-existing setbacks in surrounding area. Variation should be justified by site or operating characteristics.
—	Building Coverage	Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.
SITE DEVELOPMENT		
—	Frontage	Project frontage along a street should be similar to lot width.
—	Parking and Internal Circulation	Parking should serve all structures with minimal conflicts between pedestrians and vehicles. Structures must be accessible to public safety vehicles. Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.
—	Landscaping	Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.
—	Building Design	Architectural design and building materials should be compatible with surrounding areas or highly visible locations.
OPERATING CHARACTERISTICS		
—	Traffic Capacity	Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.
—	External Traffic Effects	Project design should direct non-residential traffic away from residential areas.
—	Operating Hours	Projects with long operating hours must minimize effects on surrounding residential areas.
—	Outside Storage	Outside storage areas should be screened from surrounding streets and less intensive land uses.
PUBLIC FACILITIES		
—	Sanitary Waste Disposal	Developments within 300 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare. Sanitary sewer must have adequate capacity to serve development.
—	Storm Water Management	Development should handle storm water adequately to prevent overloading of public storm water management system. Development should not inhibit development of other properties. Development should not increase probability of erosion, flooding, landslides, or other run-off related effects.
—	Utilities	Project must be served by utilities. Rural estate subdivisions should be in designated areas which can accommodate utility and infrastructure installation consistent with the need to protect the environment and public health.
COMPREHENSIVE PLAN		
—	General	Projects should be consistent with the City of Pella's Comprehensive Development Plan