



## **Appeal Application Guide**

The Board of Adjustment considers and rules on appeals from any person who believes there was an error made in a decision issued by the City in the interpretation and enforcement of the Municipal Zoning Code. Use this application to request an Appeal from the Board of Adjustment.

*Tip: A pre-application meeting is recommended. Please contact Urban Planning staff for assistance in identifying Appeal requirements.*

*Tip: Decisions made by the building official or the fire chief regarding the Building Code or Fire Code may file an appeal to the Board of Appeals.*

For more information about variances, the Board of Adjustment, or application schedules, please see the [[Board of Adjustment Information Guide](#)].

### **APPLICATION INSTRUCTIONS-**

It is the goal of the Department of Neighborhood & Development Services to provide adequate public notification all applications. For your application to be considered complete, you must provide responses to all required information below. Failure to provide this information may delay the hearing date for your application.

As the applicant, you bear the burden of proof for showing that the requested exception should be granted. Because this application will be presented to the Board of Adjustment as your official statement, you should address all the applicable criteria in a clear and concise manner.

### **Locations Tab**

#### **Add Location:**

Add the location of where the proposed project will occur. You may search for the location by parcel number or project address using the address number and street name only.”

### **Type Tab**

#### **Description:**

Please describe the situation concerning the appeal you are requesting. A pre-application meeting is recommended. Please contact Urban Planning staff for assistance in identifying Appeal requirements.

### **Contacts Tab**

#### **Add Contacts:**

Add required contacts, including the applicant, and the property owner or contact person if different from the applicant. Make sure contact information is current for each contact. When entering a name, try not to create duplicate copies of the same contact by searching the existing list first.

### **More Info Tab**



**Decision Being Appealed**

Cite the specific order, requirement, decision, or determination issued by the City or its designee in the administration, interpretation, and/or enforcement of the Municipal Zoning Code that the applicant believes was made in error.

**Date of Decision**

Cite the date the specific order, requirement, decision, or determination above was issued by the City or its designee.

**Title of Administrative Official Issuing Decision**

Cite the title of the Administrative Official that issued the specific order, requirement, decision, or determination above.

**Code Section Cited in Official's Decision**

Cite the Code Section that the Administrative Official used in issuing the order, requirement, decision, or determination above.

**Purpose of Appeal**

The applicant wishes to challenge the above decision based on the interpretation of the following section(s) of the Iowa City Zoning Ordinance. This section of the code may or may not be different from the section cited in the decision being challenged.

**Appeal Request Summary**

In the attachment, summarize the basis for your appeal referring to the code sections listed above and providing sound reason(s) for overturning the decision. Provide evidence demonstrating that the decision was based on an improper or erroneous interpretation of the Zoning Code.

**Remedy Desired**

Indicate the desired outcome should an appeal successfully modify a previous decision.

**Attachments Tab**

Attach additional studies, plans, specifications and other documents if any to provide the information necessary to accurately review this appeal. File size is capped at 250 MB. Files may be rejected if illegible.

**Review and Submit Tab**

Make sure all the information is accurate and current. Staff will review the application for completion, after which they will contact you with the date your application will be considered by the Board of Adjustment. Additional questions can be emailed to [planningzoning@iowa-city.org](mailto:planningzoning@iowa-city.org) or by phone at 319-356-5230.