

<b>PAULLINA ZONING PERMIT REVIEW</b>	
Application No. _____	This permit application is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Need Additional Information before Approval: _____	
Comments: _____	
Signed: _____	Date: _____
NWIPDC Zoning Reviewer	

## City of Paullina, Iowa

# APPLICATION FOR ZONING PERMIT

Phone: 712-949-3428 127 S. Main Street Paullina, Iowa 51046 Office Hours: M-F 7:30-12:00 & 1:00-4:30 p.m.  
 For questions, please contact Steve Hallgren, NWIPDC, Zoning Permit Reviewer, 712-262-7225 x141

### 1. LOCATION OF PROPOSED IMPROVEMENTS

Street Address \_\_\_\_\_ Zoning Classification \_\_\_\_\_  
 Legal Description \_\_\_\_\_ (Lot) \_\_\_\_\_ (Block) \_\_\_\_\_ (Subdivision)

### 2. APPLICATION IS MADE BY

Name: \_\_\_\_\_ owner/developer/agent  
*(Please circle one)*  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone or Contact Number: \_\_\_\_\_  
 Contractor (Name & Phone #): \_\_\_\_\_  
 If applicant is not the owner, please list owner's name and address: \_\_\_\_\_

### 3. REASON FOR ZONING PERMIT

This permit is for:  New Construction  Accessory Building  Fence  Driveway  
 Structural Alterations  Building Addition  Move/Relocate Bldg.

Please describe in DETAIL the proposed building activities for this permit application  
*(e.g. build new house, erect new garage, etc.; and please provide type of construction and building dimensions)*

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

Size and total square feet of the proposed structure or building: \_\_\_\_\_

Height of proposed structure or building: \_\_\_\_\_  
*(Note: Height of a building or structure is that distance measured from the lowest ground level to the highest point)*

Valuation of proposed structure, building or improvements: \$ \_\_\_\_\_

### 4. LOT OR PARCEL INFORMATION

Lot Size \_\_\_\_\_ (sq.ft.) Front Lot Width \_\_\_\_\_ Rear Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_

Structure will be set back \_\_\_\_\_ feet from FRONT lot line

Structure will be set back \_\_\_\_\_ feet from REAR lot line

Structure will be set back \_\_\_\_\_ feet from LEFT SIDE and \_\_\_\_\_ feet from RIGHT SIDE

Structure will be set back \_\_\_\_\_ feet from nearest structure/building on the lot *(occupied or unoccupied)*

Present Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

**SITE PLAN:**

Application for a zoning permit will be accompanied by a detailed site plan in accordance with Article 11 of the Paullina Zoning Ordinance. Although site plans are not required for such accessory uses or other remodeling or interior projects, it does not imply that such uses are exempt from the zoning permit process and any site drawings or plans required in the zoning permit. The site plan shall include and clearly illustrate the following information:

- Property boundary lines, dimensions, and total area.
- If substantial topographic change is proposed, contour lines at intervals of not more than one foot (1') may be requested by the zoning administrator.
- The availability and location of existing utilities, if requested by the zoning administrator.
- The proposed location, size, shape and type of all buildings or structures.
- The total square feet of all proposed buildings.
- The number and size of dwelling units, if applicable.
- Parking areas, number of parking spaces proposed, and type of surfacing to be used, etc.
- Walkways, driveways, lighting, walls, fences, signs, and other man-made structures.
- Buffers, landscaping, retaining walls, and other materials used for screening purposes shall be illustrated.
- Erosion or sediment control plan, and proposed storm water management to be used, if any.
- Traffic considerations, architectural themes, and any other considerations pertinent to the proposed use may be requested by the zoning administrator.

Other considerations pertinent to the proposed use may be requested by the zoning administrator.

*See the following page for sample site plan*

**ZONING PERMIT FEES:**

Permit fees shall be paid at the time the permit application is submitted to the City of Paullina. Zoning permit fee amounts may be obtained from City Hall. No construction shall commence until the zoning permit is approved and the fee is paid to the city.

**The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and will adhere to the Paullina Zoning Regulations. The applicant also acknowledges understanding and agreement of:** *That this permit is valid ONLY for the project as presented to and approved by Paullina; AND that any changes made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Paullina for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to the parcel /land/site plan as presented renders this permit null and void.*

Approval of a Zoning Permit shall be valid for a period of one (1) year. The permit shall be void if the use applied for has not commenced construction within one year of approval of such permit, unless an extension is obtained from the zoning administrator.

\_\_\_\_\_  
*Applicant Signature (or Authorized Representative)*

\_\_\_\_\_  
*Date*

**PAULLINA ZONING COMPLIANCE PERMIT APPROVAL (FOR USE BY THE CITY OF PAULLINA ONLY)**

This application and site plan presented by the applicant have been reviewed for compliance with the Paullina Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is:  Approved  Denied as presented on this date: \_\_\_\_\_

Signed: \_\_\_\_\_ Paullina City Clerk

Copy Sent to Applicant on: \_\_\_\_\_

Zoning Permit Fee Paid:  Yes  No \$ \_\_\_\_\_

Conditional Use Permit Required  Yes  No If Yes, forwarded to Board of Adjustment on \_\_\_\_\_ (date)

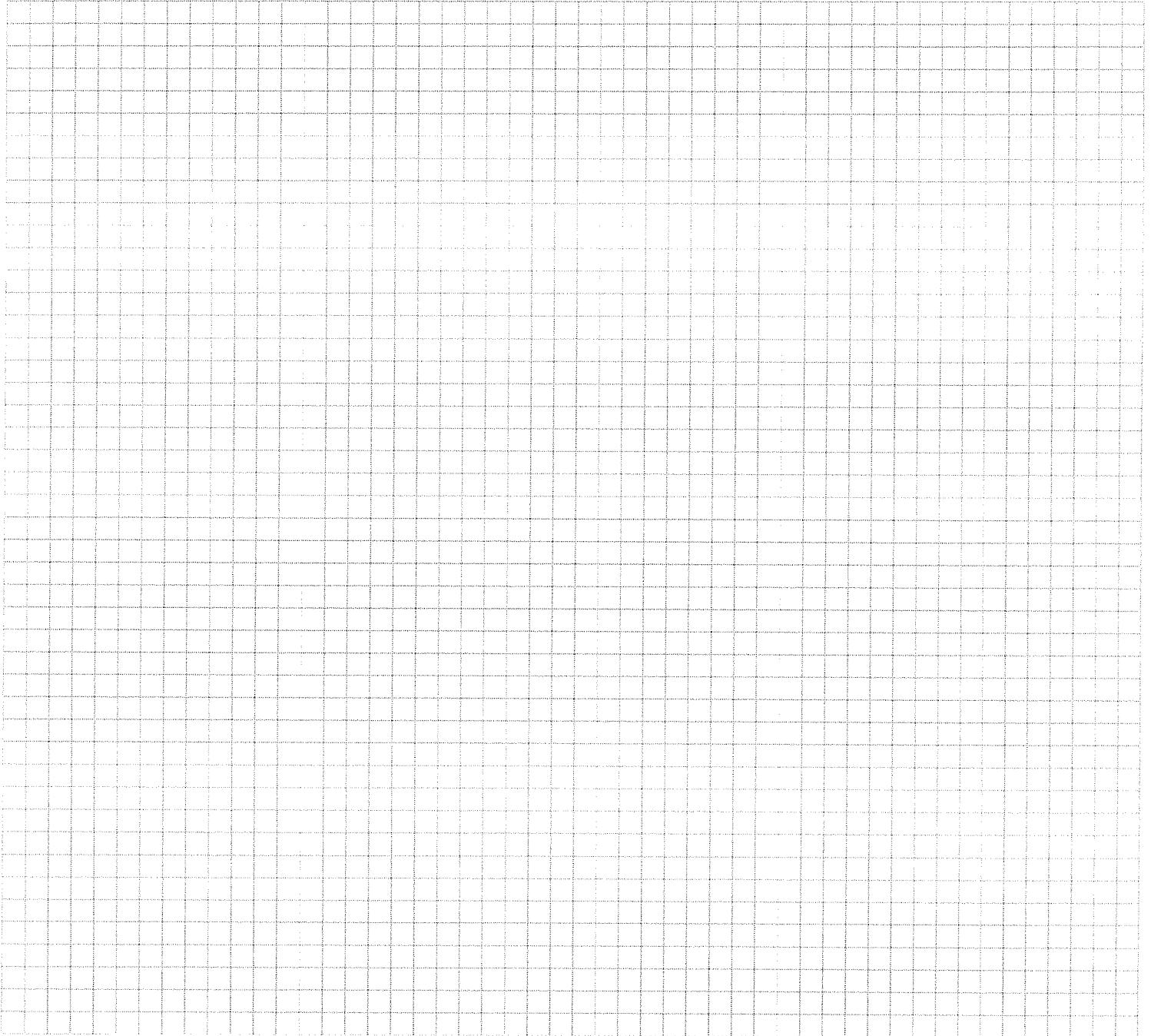
## City of Paullina - Zoning Permit - Site Plan

Applicant: \_\_\_\_\_

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

Please Submit below a sketch plan in support of your building permit application, showing the actual shape and dimensions of the lot on which the construction will take place.

1. Show streets, with street names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of existing and proposed new structures, and their distances from the lot lines
4. Show locations of existing and proposed accessory buildings (if any), and distances from main building and lot lines.
5. Show locations of utility and any other permanent access easements.
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable).



Scale: One box equals two feet (2'), unless otherwise specified. Attach additional pages if necessary.