

CITY OF WALCOTT, IOWA

Developer's Handbook

SPECIAL USE PERMIT

Purpose.

A special use is a use that due to its unique characteristics is permitted only after review and approval of the Zoning Board of Adjustment. Special uses are approved if the characteristics of the particular location are appropriate for the special use requested. Possible special uses for each zone are listed in the zoning ordinance. Unlisted special uses may be applied for when the applicant feels that the proposed use is similar to permitted uses in the zoning district and compatible with surrounding uses but which may have not been specifically listed due to oversight or development since the code was written.

Procedure.

1. **Filing an Application.** Any property owner or developer desiring a special use permit must submit a written application. Application forms may be picked up and returned to City Hall. There is a \$150.00 non-refundable processing fee for the special use application. The actual cost of any engineering fees related to the special use application shall be charged to the applicant.
2. **Staff review.** After the application has been filed, the Staff will review the application. Staff will take the request before the Planning & Zoning Commission for recommendation. Staff then will publish a required notice of a public hearing which sets a time for a public hearing at a Board of Adjustment meeting in The North Scott Press and mail notices to all property owners within 200 feet of the property involved.
3. **Planning & Zoning Commission meeting.** The Planning & Zoning Commission shall take the request under consideration and will issue a recommendation to the Board of Admusement.
4. **Board of Adjustment meeting.** The Board of Adjustment is a quasi-judicial body authorized by the State of Iowa and the City of Walcott Code to interpret and give exceptions to the zoning code. At this public hearing, the City staff will present their report indicating what is involved in each request and possibly

making a recommendation to the Board. Also, the Board will hear arguments from both those who support and those who oppose the special use request. This meeting is the only opportunity for citizens to provide input. Following the Public Hearing, the Board may approve, approve subject to conditions, or deny the request.

4. **Appeal.** Because the Board is a quasi-judicial body, there are no further appeals to any group within the city government. Any further appeals must be made to the District Court of the State of Iowa.

Representation.

It is suggested that someone knowledgeable with the project represent the applicant at the Board meeting in order to answer any questions that Board may have.

- **For specific code requirements refer to the Walcott City Code.**