



PLANNING AND ZONING

Cerro Gordo County Courthouse

220 N Washington Ave Mason City, IA 50401-3254

Tom Meyer, Zoning Administrator

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cerrogordo.gov

ZONING DECISION APPEAL

Cerro Gordo County Board of Adjustment

INSTRUCTIONS

As authorized under Article 24.4(A)(1) of the Zoning Ordinance, the Board of Adjustment may consider appeals of a decision of the Zoning Administrator. Any person affected by a decision of the Zoning Administrator in which there is believed to be an error in any decision, requirement, decision, or determination in enforcement of the Ordinance may file appeal with the Board of Adjustment within thirty (30) days from the date of the decision. The Zoning Administrator shall forward all appeals to the Board of Adjustment within a reasonable time from the time of receipt.

The Applicant shall be held responsible to provide verifiable facts upon which the Board of Adjustment may base its decision. The Board of Adjustment shall ensure that their decision is not contrary to the public interest. The Board of Adjustment will either affirm, reverse, or modify the Zoning Administrator's decision in the form of a resolution or order, stating the basis of facts in which the decision was based.

APPLICATION CHECKLIST

- Fully completed application (All requested information must be completed in order to be accepted)
- Statement or narrative describing the reasons or facts supporting the appeal
- \$200.00 non-refundable filing fee made payable to "*Cerro Gordo County Treasurer*"
- Any further documentation necessary to support the appeal

FILING DEADLINE

4 WEEKS BEFORE THE NEXT SCHEDULED BOARD OF ADJUSTMENT MEETING. The regular Board of Adjustment meeting is generally scheduled for the last Thursday of each month. However, the Board reserves the right to schedule hearings subject to the board members' availability. All required information and materials must be filed with the Planning and Zoning Department by the filing deadline. The filing fee is required at the time the application is submitted.

NOTIFICATION

A public notice will be posted in the newspaper of record for the location of the property for which the appeal is applicable prior to the public hearing. At a minimum, all adjacent property owners, or more as deemed necessary due to potential impact, will be notified of the appeal by regular mail. Additionally, every effort will be made to post applicable case materials to the Planning and Zoning Department webpage at <http://cerrogordo.gov> on the Cerro Gordo County website at least one week before the scheduled public hearing.

ZONING DECISION APPEAL

APPLICATION

Date Filed _____

Date Set for Hearing _____

Case Number: _____

Applicant Name: _____

Phone: _____

E-Mail: _____

Mailing Address: _____

Property Owner Name: _____

Phone: _____

E-Mail: _____

Property Owner Address: _____

Property Description (Not to be used on legal documents): Parcel # _____ Township _____

Property Address: _____ Zoning: _____

Brief Legal Description:

Decision Date: _____

Summary of decision being appealed (Please reference applicable documentation)

Justification to reverse decision (You may attach a separate sheet if preferred or needed)

I am the ☐ Owner ☐ Contract Purchaser ☐ Other (Explain) _____
_____ of the property affected.

I, the applicant, being duly sworn, depose and say that I am the owner, or that I am authorized and empowered to make affidavit for the owner, who makes the accompanying application; and that the information provided is true and correct. The Planning & Zoning staff is also given permission to enter the above property in reviewing this Application.

Applicant Signature _____

Date _____