

# APPENDIX TO CODE OF ORDINANCES

## USE AND MAINTENANCE OF THE CODE OF ORDINANCES

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The following information is provided to assist in the use and proper maintenance of this Code of Ordinances.

### DISTRIBUTION OF COPIES

**1. OFFICIAL COPY.** The “OFFICIAL COPY” of the Code of Ordinances must be kept by the City Clerk and should be identified as the “OFFICIAL COPY.”

**2. DISTRIBUTION.** Other copies of the Code of Ordinances should be made available to all persons having a relatively frequent and continuing need to have access to ordinances which are in effect in the City as well as reference centers such as the City Library, County Law Library, and perhaps the schools.

**3. SALE.** The sale or distribution of copies in a general fashion is not recommended as experience indicates that indiscriminate distribution tends to result in outdated codes being used or misused.

**4. RECORD OF DISTRIBUTION.** The City Clerk should be responsible for maintaining an accurate and current record of persons having a copy of the Code of Ordinances. Each official, elected or appointed, should return to the City, upon leaving office, all documents, records and other materials pertaining to the office, including this Code of Ordinances.

*(Code of Iowa, Sec. 372.13[4])*

### NUMBERING OF ORDINANCES AMENDING THE CODE OF ORDINANCES

It is recommended that a simple numerical sequence be used in assigning ordinance numbers to ordinances as they are passed. For example, if the ordinance adopting the Code of Ordinances is No. 163, we would suggest that the first ordinance passed changing, adding to, or deleting from the Code be assigned the number 164, the next ordinance be assigned the number 165, and so on. We advise against using the Code of Ordinances numbering system for the numbering of ordinances.

## **RETENTION OF AMENDING ORDINANCES**

Please note that two books should be maintained: (1) the Code of Ordinances; and (2) an ordinance book. We will assist in the maintenance of the Code of Ordinances book, per the Supplement Agreement, by revising and returning appropriate pages for the Code of Ordinances book as required to accommodate ordinances amending the Code. The City Clerk is responsible for maintaining the ordinance book and must be sure that an original copy of each ordinance adopted, bearing the signatures of the Mayor and Clerk, is inserted in the ordinance book and preserved in a safe place.

## **SUPPLEMENT RECORD**

A record of all supplements prepared for the Code of Ordinances is provided in the front of the Code. This record will indicate the number and date of the ordinances adopting the original Code and of each subsequently adopted ordinance which has been incorporated in the Code. For each supplemented ordinance, the Supplement Record will list the ordinance number, date, topic, and chapter or section number of the Code affected by the amending ordinance. A periodic review of the Supplement Record and ordinances passed will assure that all ordinances amending the Code have been incorporated therein.

## **DISTRIBUTION OF SUPPLEMENTS**

Supplements containing revised pages for insertion in each Code will be sent to the Clerk. It is the responsibility of the Clerk to see that each person having a Code of Ordinances receives each supplement so that each Code may be properly updated to reflect action of the Council in amending the Code.

## **AMENDING THE CODE OF ORDINANCES**

The Code of Ordinances contains most of the laws of the City as of the date of its adoption and is continually subject to amendment to reflect changing policies of the Council, mandates of the State, or decisions of the Courts. Amendments to the Code of Ordinances can only be accomplished by the adoption of an ordinance.

*(Code of Iowa, Sec. 380.2)*

The following forms of ordinances are recommended for making amendments to the Code of Ordinances:

## **ADDITION OF NEW PROVISIONS**

New material may require the addition of a new SUBSECTION, SECTION or CHAPTER, as follows:

## ORDINANCE NO. \_\_\_\_

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE  
CITY OF PLEASANTVILLE, IOWA, BY ADDING A NEW SECTION  
LIMITING PARKING TO THIRTY MINUTES ON A PORTION OF  
SOUTH BOONE STREET**

**BE IT ENACTED** by the City Council of the City of Pleasantville, Iowa:

**SECTION 1. NEW SECTION.** The Code of Ordinances of the City of Pleasantville, Iowa, is amended by adding a new Section 69.16, entitled PARKING LIMITED TO THIRTY MINUTES, which is hereby adopted to read as follows:

**69.16 PARKING LIMITED TO THIRTY MINUTES.** It is unlawful to park any vehicle for a continuous period of more than thirty (30) minutes between the hours of 8:00 a.m. and 8:00 p.m. on each day upon the following designated streets:

1. South Boone Street, on the west side, from Forest Avenue to Mason Drive.

**SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

**DELETION OF EXISTING PROVISIONS**

Provisions may be removed from the Code of Ordinances by deleting SUBSECTIONS, SECTIONS or CHAPTERS as follows:

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PLEASANTVILLE, IOWA, BY REPEALING SECTION 65.02, SUBSECTION 5, PERTAINING TO THE SPECIAL STOP REQUIRED ON LAKE BOULEVARD**

**BE IT ENACTED** by the City Council of the City of Pleasantville, Iowa:

**SECTION 1. SUBSECTION REPEALED.** The Code of Ordinances of the City of Pleasantville, Iowa, is hereby amended by repealing Section 65.02, Subsection 5, which required vehicles traveling south on Lake Boulevard to stop at Second Place North.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No.\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

**MODIFICATION OR CHANGE OF EXISTING PROVISION**

Existing provisions may be added to, partially deleted, or changed as follows:

**ORDINANCE NO. \_\_\_\_****AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE  
CITY OF PLEASANTVILLE, IOWA, BY AMENDING PROVISIONS  
PERTAINING TO SEWER SERVICE CHARGES**

**BE IT ENACTED** by the City Council of the City of Pleasantville, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 99.02 of the Code of Ordinances of the City of Pleasantville, Iowa, is repealed and the following adopted in lieu thereof:

**99.02 RATE.** Each customer shall pay sewer service charges in the amount of 100 percent (100%) of the bill for water and water service attributable to the customer for the property served, but in no event less than ten dollars (\$10.00) per month.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

**ORDINANCES NOT CONTAINED IN THE  
CODE OF ORDINANCES**

There are certain types of ordinances which the City will be adopting which do not have to be incorporated in the Code of Ordinances. These include ordinances: (1) establishing grades of streets or sidewalks; (2) vacating streets or alleys; (3) authorizing the issuance of bonds; and (4) amending the zoning map.

*(Code of Iowa, Sec. 380.8)*

**ORDINANCE NO. \_\_\_\_****AN ORDINANCE VACATING THE ALLEY LYING IN BLOCK TWO  
(2) RAILROAD ADDITION TO PLEASANTVILLE, IOWA**

Be It Enacted by the City Council of the City of Pleasantville, Iowa:

**SECTION 1.** The alley lying in Block Two (2), Railroad Addition to Pleasantville, Iowa, is hereby vacated and closed from public use.

**SECTION 2.** The Council may by resolution convey the alley described above to abutting property owners in a manner directed by the City Council.

**SECTION 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 5.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

These ordinances should be numbered in the same numerical sequence as any other amending ordinance and placed in their proper sequence in the ordinance book.

**SUGGESTED FORMS**

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**FIRST NOTICE – DANGEROUS BUILDING**

TO: (Name and address of owner, agent, or occupant of the property on which nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified to abate the nuisance existing at (name location of nuisance) within \_\_\_\_ days from service of this notice or file written request for a Council hearing with the undersigned officer within said time limit.

The nuisance consists of (describe the nuisance and cite the law or ordinance) and shall be abated by (state action necessary to abate the particular nuisance).

In the event you fail to abate or cause to be abated the above nuisance, as directed, or file written request for hearing within the time prescribed herein, the City will take such steps as are necessary to abate or cause to be abated the nuisance and the cost will be assessed against you as provided by law.

Date of Notice: \_\_\_\_\_

City of Pleasantville, Iowa

By: \_\_\_\_\_  
(enforcement officer)

**NOTICE OF HEARING ON DANGEROUS BUILDING**

TO: (Name and address of the owner, agent, or occupant of the property on which nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified that the City Council of Pleasantville, Iowa, will meet on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ p.m., in the Council Chambers of the City Hall, at (address of City Hall) for the purpose of considering whether or not the alleged nuisance consisting of (describe the nuisance) on your property, locally known as \_\_\_\_\_, constitutes a nuisance pursuant to Chapter \_\_\_\_\_ of the Code of Ordinances of Pleasantville, Iowa, and should be abated by (state action necessary to abate the particular nuisance).

You are further notified that at such time and place you may appear and show cause why the said alleged nuisance should not be abated.

You are further notified to govern yourselves accordingly.

Date of Notice: \_\_\_\_\_

City of Pleasantville, Iowa

By: \_\_\_\_\_  
(enforcement officer)



**RESOLUTION AND ORDER  
REGARDING DANGEROUS BUILDING**

**BE IT RESOLVED**, by the City Council of the City of Pleasantville, Iowa:

**WHEREAS**, notice has heretofore been served on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on (property owner's name), through (agent's name or "none"), agent, to abate the nuisance existing at (legal description and address) within \_\_\_\_ days from service of said notice upon the said (name of owner or agent); and

(EITHER)

**WHEREAS**, a hearing was requested by the said (name of property owner or agent) and the same was held at this meeting and evidence produced and considered by the City Council;

(OR, ALTERNATE TO PRECEDING PARAGRAPH)

**WHEREAS**, the said owner (agent) named above has failed to abate or cause to be abated the above nuisance as directed within the time set, and after evidence was duly produced and considered at this meeting, and said owner has failed to file a written request for hearing, as provided, after being properly served by a notice to abate;

**NOW THEREFORE, BE IT RESOLVED** that the owner of said property, or said owner's agent (name of owner or agent) is hereby directed and ordered to abate the nuisance consisting of (describe the nuisance) by (state action necessary to abate) within \_\_\_\_ days after the service of this Order upon said owner or agent; and

**BE IT FURTHER RESOLVED** that the enforcement officer be and is hereby directed to serve a copy of this Order upon the said property owner or agent named above; and

**BE IT FURTHER RESOLVED** that in the event the owner, or agent (name the owner or agent) fails to abate the said nuisance within the time prescribed above, then and in that event the City will abate the said nuisance and the cost will be assessed against the property and/or owner (owner's name) at (address), as the law shall provide.

Moved by \_\_\_\_\_ to adopt.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Note:** It is suggested by the blank space in the resolution that additional time be allowed the owner to abate the nuisance after the passage of the resolution before any action is taken on the part of the City to abate the same. In some instances, for the sake of public safety, the time element could be stricken from the resolution and immediate action be taken to abate the nuisance after the order is given.

**NOTICE TO ABATE NUISANCE**

TO: (Name and address of owner, agent, or occupant of the property on which the nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified to abate the nuisance existing at (name location of nuisance) or file written request for a hearing with the undersigned officer within (hours or days) from service of this notice.

The nuisance consists of: (describe the nuisance) and shall be abated by: (state action necessary to abate the particular nuisance).

In the event you fail to abate or cause to be abated the above nuisance as directed, the City will take such steps as are necessary to abate or cause to be abated the nuisance and the costs will be assessed against you as provided by law.

Date of Notice: \_\_\_\_\_

City of Pleasantville, Iowa

By: \_\_\_\_\_  
(designate officer initiating notice)

**NOTICE****REQUIRED SEWER CONNECTION**

TO: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_, Iowa

You are hereby notified that connection to the public sanitary sewer system is required at the following described property within \_\_\_\_\_ (\_\_\_\_) days from service of this notice or that you must file written request for a hearing before the Council with the undersigned office within said time limit.

**Description of Property**

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

The nearest public sewer line within \_\_\_\_\_ (\_\_\_\_) feet of the above described property is located

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

In the event you fail to make connection as directed, or file written request for hearing within the time prescribed herein, the connection shall be made by the City and the costs thereof assessed against you as by law provided.

Date of Notice: \_\_\_\_\_

City of Pleasantville, Iowa

By: \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

**NOTICE OF HEARING****REQUIRED SEWER CONNECTION**

TO: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_, Iowa

You are hereby notified that the City Council of Pleasantville, Iowa, will meet on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ m. in the Council Chambers of the City Hall for the purpose of considering whether or not connection to the public sanitary sewer system shall be required at the following described property:

**Description of Property**

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

You are further notified that at such time and place you may appear and show cause why said connection should not be required.

You are further notified to govern yourselves accordingly.

Date of Notice: \_\_\_\_\_

City of Pleasantville, Iowa

By: \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

## RESOLUTION AND ORDER

### REQUIRED SEWER CONNECTION

**BE IT RESOLVED**, by the City Council of the City of Pleasantville, Iowa:

**WHEREAS**, notice has heretofore been served on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on

\_\_\_\_\_,  
(Name of Property Owner)

through \_\_\_\_\_, Agent,

(Agent's Name or "None")

to make connection of the property described as

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

to the public sanitary sewer located \_\_\_\_\_

within \_\_\_\_\_ (\_\_\_\_\_) days from service of notice upon said owner or agent; and

(EITHER)

**WHEREAS**, a hearing was requested by the said owner or agent and the same was held at this meeting and evidence produced and considered by the City Council;

(OR AS ALTERNATE TO THE PRECEDING PARAGRAPH)

**WHEREAS**, the said owner or agent named above has failed to make such required connection within the time set, and after evidence was duly produced and considered at this meeting, and said owner or agent has failed to file a written request for hearing after being properly served by a notice to make such connection or request a hearing thereon;

**NOW, THEREFORE, BE IT RESOLVED** that the owner of said property, or said owner's agent, \_\_\_\_\_

(Name of Owner or Agent)

is hereby directed and ordered to make such required connection within \_\_\_\_\_ days after the service of this ORDER upon said owner or agent; and

**BE IT FURTHER RESOLVED** that the City Clerk be and the same is hereby directed to serve a copy of this ORDER upon said property owner or agent named above; and

**BE IT FURTHER RESOLVED**, that in the event the owner, or agent,

\_\_\_\_\_,  
 (Name of Owner or Agent)  
 fails to make such connection within the time prescribed above, then and in that event the City  
 will make such connection and the cost thereof will be assessed against the property and/or  
 owner

\_\_\_\_\_  
 (Owner's Name)  
 \_\_\_\_\_, as provided by law.  
 (Address)

Moved by \_\_\_\_\_ to adopt.

Seconded by \_\_\_\_\_.

AYES: \_\_\_\_\_,  
 \_\_\_\_\_,

NAYS: \_\_\_\_\_,  
 \_\_\_\_\_.

Resolution approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
 City Clerk

\_\_\_\_\_  
 Mayor

**ORDINANCE NO. \_\_\_\_****AN ORDINANCE ADOPTING AN OFFICIAL ZONING MAP FOR THE CITY OF PLEASANTVILLE, IOWA, AND ESTABLISHING DISTRICTS, AS SHOWN ON THE OFFICIAL ZONING MAP OF THE CITY**

**BE IT ENACTED** by the City Council of the City of Pleasantville, Iowa, that the City's existing zoning map, as established by Ordinance No. \_\_\_\_\_, entitled "\_\_\_\_\_", adopted \_\_\_\_\_, is repealed, and the following adopted in lieu thereof:

**SECTION 1. PURPOSE.** The purpose of this Ordinance is to adopt an official zoning map of the City of Pleasantville, Iowa, and to establish by reference to the official zoning map, zoning districts, as created in Ordinance No. \_\_\_\_\_ of the Ordinances of the City of Pleasantville, Iowa.

**SECTION 2. ADOPTION.** As established by Ordinance No. \_\_\_\_\_, Section \_\_\_\_\_, the City of Pleasantville is divided into eight classes of districts. The boundaries of these districts are hereby established, as shown on the official zoning map of the City of Pleasantville, Iowa, and said map and all notations, references and information shown thereon shall be and are hereby made a part of this Ordinance by reference. The official zoning map signed by the Mayor and properly attested by the signature of the Clerk, and the date of adoption, shall be and remain on file with the City of Pleasantville, Iowa, as provided in Ordinance No. \_\_\_\_\_, Section \_\_\_\_\_.

**SECTION 3. REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4. SEVERABILITY CLAUSE.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**POLICY STATEMENT OF THE BOARD OF ADJUSTMENT**

It is the policy of the Board of Adjustment for the City of Pleasantville, Iowa, to grant or deny administrative reviews, special exceptions or variances in accordance with the provisions of the City's Zoning Regulations (Chapter 165 of the Code of Ordinances). The intent of a particular district regulation of such chapter shall take precedence over personal convenience of an applicant. Approvals shall be granted only when the applicant can prove that literal enforcement of a provision of the said chapter will result in unnecessary hardship. No approval shall be granted unless the above provisions have been met and the appropriate application completed.

I certify that the attached application is complete and true to the best of my knowledge.

\_\_\_\_\_  
\_\_\_\_\_  
Owner(s)

**CERTIFICATION:**

Department of

\_\_\_\_\_  
Director of

Filing Fee:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(Date)



**PETITION**

**TO AMEND THE ZONING ORDINANCE OF THE  
CITY OF PLEASANTVILLE, IOWA**

The City Council of the City of Pleasantville:

The undersigned is the owner of the following described property located in Pleasantville, Iowa, and requests that an amendment be made to the Zoning Ordinance of the City of Pleasantville, Iowa.

Requested Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Layman’s Description or Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of Tract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comprehensive Plan Reference:  
\_\_\_\_\_  
\_\_\_\_\_

Topography:  
\_\_\_\_\_  
\_\_\_\_\_

Available Utilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CODE OF ORDINANCES

## APPENDIX

Proposed Use: Residential ☐ Multi-Family  
☐ Single-Family  
 Commercial ☐  
 Industrial ☐

Additional Comments:

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Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date Property Purchased: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is an Offer on Property Pending:      Yes ☐      No ☐

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Applicant's Signature

Date

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## Planning Certification

Date \_\_\_\_\_

Case Number: \_\_\_\_\_

Filing Fee Paid: \_\_\_\_\_

City Clerk's Office

Date \_\_\_\_\_

Routing: To City Council \_\_\_\_/\_\_\_\_/\_\_\_\_

To Planning and Zoning \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**APPLICATION FOR SPECIAL EXCEPTION  
TO THE BOARD OF ADJUSTMENT**

**CITY OF PLEASANTVILLE, IOWA**

Basic Instructions

- I. The following application must be completed as accurately and completely as possible in order for the Board of Adjustment to fully assess this request. Application should be submitted at least twenty-one (21) days in advance of Board meeting.
- II. A rough layout of the proposed location for the special exception shall be attached to this application.
- III. The owner of the property for which a special exception is sought and/or such owner's agent shall be notified of the time and date of required public hearings. Notice of such hearing(s) will also be published and posted on the property of the requested special exception.

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(Office Use Only)

Case Number: \_\_\_\_\_

Date of Board of Adjustment Meeting: \_\_\_\_\_

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- I. The undersigned is the owner of the following described property located in Pleasantville, Iowa, and is hereby requesting a special exception under the provisions of Chapter 165 of the City's Code of Ordinances for the purpose of:

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

- II. Legal Description of Property:

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

- III. Layman's Description or Address:

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

- IV. Zoning District:\_\_\_\_\_

- V. Are there properties in your District that are presently being used for similar purposes:

Yes \_\_\_\_\_ No \_\_\_\_\_

- VI. Briefly describe the need for which a special exception is being requested:

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

- VII. Will granting the special exception substantially increase traffic or use additional parking spaces? \_\_\_\_\_

\_\_\_\_\_

- VIII. Site Conditions:

Topographical Characteristics:\_\_\_\_\_

\_\_\_\_\_

Available Utilities:\_\_\_\_\_

\_\_\_\_\_

Present Use:\_\_\_\_\_

\_\_\_\_\_

Proposed Use:\_\_\_\_\_

\_\_\_\_\_

- IX. Owners of Record:

Name:\_\_\_\_\_

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

\_\_\_\_\_

Telephone No.:\_\_\_\_\_

**APPLICATION FOR VARIANCE REQUEST  
TO THE BOARD OF ADJUSTMENT**

**CITY OF PLEASANTVILLE, IOWA**

Basic Instructions

- I. Prior to Board action there shall be no construction or alteration on the proposed site of the variance.
- II. At least eight (8) days in advance of the scheduled Board of Adjustment meeting, in which a case shall be reviewed, the building or addition must be staked for Board members to review.
- III. A rough layout of the proposed development showing lot lines, streets, dimensions and other appropriate data shall be attached to this application.
- IV. In order for the Board of Adjustment to fully assess this application all questions must be answered as accurately and completely as possible.

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(Office Use Only)

Case Number: \_\_\_\_\_

Date of Board of Adjustment Meeting: \_\_\_\_\_

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- I. The undersigned is the owner of the following described property located in Pleasantville, Iowa, and is hereby requesting a variance under the provisions of the Zoning Regulations of the City (Chapter 165 of the Code of Ordinances) for the purpose of:

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- II. Describe any irregularities in your lot (peculiar shape, narrowness, contours, etc.) or buildings that prohibit your building or improvement without a variance:

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- III. Provide examples of properties in your area that are enjoying the benefits for which you are applying:

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- IV. Had the applicant conducted improvements in the past or altered the shape of the lot for which he/she is applying for a variance:

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- V. In what year was the property purchased: \_\_\_\_\_

- VI. Legal Description of the Property: \_\_\_\_\_

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- VII. Layman's Description or Address: \_\_\_\_\_

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- VIII. Zoning District: \_\_\_\_\_

- IX. Site Conditions:

Land Topography: \_\_\_\_\_

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Available Utilities: \_\_\_\_\_

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Present Use: \_\_\_\_\_

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Proposed Use: \_\_\_\_\_

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**X. Owners of Record:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**XI. Demonstration of Compliance:**

A written application for a variance is submitted demonstrating:

- A. The special conditions and circumstances which are peculiar to land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
- B. The manner in which the literal interpretation of the provisions of the Zoning Ordinance deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of such ordinance.
- C. The special conditions and circumstances do not result from the actions of the applicant.
- D. The granting of the variance requested will not confer on the applicant any special privilege that is denied by the Zoning Ordinance to other lands, structures or buildings in the same district.

**APPLICATION FOR ADMINISTRATIVE REVIEW  
TO THE BOARD OF ADJUSTMENT**

**CITY OF PLEASANTVILLE**

Basic Instructions and Questions

- I. The Board of Adjustment will hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Administrative Official in the enforcement of the Zoning Ordinance.
- II. Complete the following questions as accurately and completely as possible. Include any rough drawings or other material that may be relevant to this request for Administrative Review.
- III. Legal Description of Area in Proposed Conflict:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- IV. Layman's Description or Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- V. Zoning District:  
\_\_\_\_\_
- VI. Brief Description of Reason for Administrative Review:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- VII. General Information:  
Name of Person Making Request: \_\_\_\_\_  
Address of Person: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

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(Office Use Only)

Case Number: \_\_\_\_\_

Date of Board of Adjustment Meeting: \_\_\_\_\_



