



## PLANNING AND ZONING

### Cerro Gordo County Courthouse

220 N Washington Ave  
Mason City, IA 50401-3254  
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### SPECIAL USE PERMIT

#### Cerro Gordo County Board of Adjustment

#### INSTRUCTIONS

As authorized under Article 24.4(A)(2)(b) of the Zoning Ordinance, the Board of Adjustment may consider request for Special Use Permit. Special Use Permits may only be granted for special uses in the district as listed in Article 20 of the Zoning Ordinance and conform to the Comprehensive Plan. The Zoning Administrator shall forward all Special Use Permit requests to the Board of Adjustment within a reasonable time from the time of receipt.

In addition to the general requirements in granting a Special Use Permit, the Board of Adjustment may attach conditions which it finds are necessary to carry out the purpose of the Zoning Ordinance, in conformance with what is provided in Article 20, and the Comprehensive Plan and to mitigate the potential impacts that may directly result from a special use. A special use shall ordinarily comply with the standards of the district concerned for principal uses which are permitted therein, except as modified by the Board of Adjustment in granting a Special Use Permit.

#### APPLICATION CHECKLIST

- Fully completed application (All requested information must be completed in order to be accepted)
- If the area to be considered is located within a flood plain, attach copy of Iowa Department of Natural Resources approval
- Written Operator's Statement:
  - ✓ Describing the special use and general operations of the proposed special use, including details such as hours of operations, number of employees, expected traffic, materials involved, and listing any additional required permits or approvals from local, state, or federal agencies.
  - ✓ Addressing how such building or use will affect the character of the neighborhood, traffic conditions, public utility facilities, noise, odors, fumes, glare, dust, and other matters pertaining to the public safety, health, and general welfare
  - ✓ Addressing the provisions of Section 24.4(A)(2)(b)((1)-(7)) in the Zoning Ordinance
  - ✓ Addressing the performance standards in the applicable subsection of Article 20.2
- Site plan that illustrates the site conditions and special use requested (The applicant will be responsible to provide seven (7) copies of any site plan larger than an 11"x17" format.)
- \$300.00 non-refundable filing fee and any applicable site plan fee made payable to "Cerro Gordo County Treasurer"
- Any further documentation required or necessary as requested to properly review the proposed special use

### FILING DEADLINE

4 WEEKS BEFORE THE NEXT SCHEDULED BOARD OF ADJUSTMENT MEETING OR AS REASONABLE TO PROPERLY REVIEW MORE COMPLICATED REQUESTS. The regular Board of Adjustment meeting is generally scheduled for the last Tuesday 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 Special Use Permit request 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 request by regular mail. Additionally, every effort will be made to post applicable case materials to the Planning and Zoning Department webpage at <http://cgcounty.org/planning> on the Cerro Gordo County website at least one week before the scheduled public hearing.

### SITE PLANS

Site plans are required for the following special uses and an additional fee of \$100.00 made payable to *Cerro Gordo County Treasurer* is required for an area of one acre or less, and \$200.00 for an area of more than one acre. An additional \$100.00 is required for each additional non-contiguous lot included with the proposed special use. Site plans shall comply with the provisions of Section 18.12(D) of the Zoning Ordinance. This fee is for site plan review only in addition to the required filing fee.

- Go-Kart Tracks, Racetracks, Drag strips
- Sewage Treatment Plants and Waste Stabilization Lagoons
- Public or Private Utility Service
- Anhydrous Ammonia Pumping and Storage Facilities
- Wholesale Storage of Gasoline, Fuels, Oils, Flammable or Toxic Substances
- Salvage Yards and/or Junk Yards
- Extraction and Primary Material Processing
- Permanent Asphalt Plants
- Mobile Home Park
- Travel Trailer Park
- Commercial Composting Operations

# SPECIAL USE PERMIT

## 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:

Type of Special Use Requested: \_\_\_\_\_

Special Use Description: Please provide a general description of the proposed special use.

**\*Attach all required items listed in the application checklist, including written operator's statements, site plan, filing fee, and all other materials required to be submitted with this application**

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 the accompanying application; and that the information provided is true and correct, and actual construction, as applicable, and operation of the proposed special use will proceed in accordance with the purposes herein stated on the application and all submitted materials. I further agree to any conditions and/or requirements the Board of Adjustment may stipulate. The Planning & Zoning staff and Board of Adjustment members are also given permission to enter the above property in reviewing this application.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_