



226 West 4th Street
Davenport, Iowa 52801
(563) 326-7765
Planning@ci.davenport.ia.us

Complete application can be emailed to planning@ci.davenport.ia.us

Property Address*

*If no property address, please submit a legal description of the property.

Applicant (Primary Contact)**

Name:
Company:
Address:
City/State/Zip:
Phone:
Email:

Application Form Type:

Plan and Zoning Commission

Zoning Map Amendment (Rezoning)
Planned Unit Development
Zoning Ordinance Text Amendment
Right-of-way or Easement Vacation
Voluntary Annexation

Owner (if different from Applicant)

Name:
Company:
Address:
City/State/Zip
Phone:
Email:

Zoning Board of Adjustment

Zoning Appeal
Special Use
Hardship Variance

Engineer (if applicable)

Name:
Company:
Address:
City/State/Zip
Phone:
Email:

Design Review Board

Design Approval
Demolition Request in the Downtown
Demolition Request in the Village of
East Davenport

Architect (if applicable)

Name:
Company:
Address:
City/State/Zip:
Phone:
Email:

Historic Preservation Commission

Certificate of Appropriateness
Landmark Nomination
Demolition Request

Administrative

Administrative Exception
Health Services and Congregate
Living Permit

Attorney (if applicable)

Name:
Company:
Address:
City/State/Zip:
Phone:
Email:

**If the applicant is different from the property owner, please submit an authorization form or an accepted contract for purchase.

Request:

Please describe the variance(s) requested:

Existing Zoning:

Submittal Requirements:

- The completed application form.
- A PDF that shows the location and dimensions of existing and proposed structures affected by the administrative exception. If a paper copy is provided, the maximum size is 11" x 17".
- Description and evidence that demonstrates consistency with the criteria listed in Section 17.14.070 of the Davenport Municipal Code.
- Recorded warranty deed or accepted contract for purchase.
- Authorization form, if applicable. If the property is owned by a business entity, please provide Articles of Incorporation.
- Required fee - \$200.

The Applicant hereby acknowledges and agrees to the following procedure and requirements:**(1) Application:**

- Prior to submission of the application for the administrative exception, the applicant shall correspond with Planning staff to discuss the request, potential alternatives and the administrative process.
- The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of the decision.

(2) Mailed notices will be sent to property owners abutting the subject property as well as across the street no less than four days and no more than 20 days in advance of the date of the Zoning Administrative will make the decision.

Section 17.14.070 Administrative Exception

A. Purpose

The purpose of the administrative exception is to provide relief from carrying out a requirement of this Ordinance that may cause a minor practical difficulty.

B. Initiation

A property owner in the City, or person expressly authorized in writing by the property owner, may file an application for an administrative exception. A property owner, or his/her designee, may only propose an administrative exception for property under his/her control.

C. Authority

The Zoning Administrator is authorized to grant certain administrative exception, as defined below. Only those items listed below are eligible for an administrative exception; all other requests for relief are considered hardship variances (Section 17.14.060).

1. A modification to any dimensional standard in this Ordinance of no more than 10%.
2. Minor modifications to the design standards of this Ordinance, but may not waive them in entirety.
3. A reduction of required off-street parking spaces by no more than 10% of that required or two spaces, whichever is greater.
4. A reduction in required bicycle parking of no more than 30%.
5. Minor modifications to the required landscape or a reduction in required plant materials.
6. A modification that allows additional materials for sign construction that are not listed as permitted.

D. Procedure

1. All applications must be filed with the Zoning Administrator. Once it is determined that the application is complete, the Zoning Administrator will consider an application for an administrative exception. The Zoning Administrator may decide that an application for an administrative exception, even if it meets the thresholds established in this section, is a hardship variance that must be decided by the Zoning Board of Adjustment. In such case, the Zoning Administrator will resubmit the application to the Zoning Board of Adjustment as a hardship variance. No additional fees are required.
2. The Zoning Administrator must review and evaluate the complete administrative exception application, pursuant to the standards of this section.
3. The Zoning Administrator must render a decision within 15 days of the date listed on the required notice as the date a decision can be rendered, and either approve, approve with conditions, or deny the application.

4. If the Zoning Administrator fails to act within 15 days of the date listed on the required notice, the administrative exception will be resubmitted to the Zoning Board of Adjustment as a hardship variance, in accordance with the requirements of Section 17.14.060. No additional fees are required.

5. If an objection is lodged against the administrative exception in writing, prior to the date indicated on the notice that the Zoning Administrator may render a decision, the application must be resubmitted as a hardship variance, in accordance with the requirements of Section 17.14.060. No additional fees are required.

6. The Zoning Administrator may impose conditions and restrictions upon the administrative exception as may be deemed necessary for the protection of the public health, safety, and welfare. The Zoning Administrator may grant an administrative exception that is less than that requested when it has been decided that the applicant is entitled to some relief of the hardship, but not to the entire relief requested in the application.

E. Approval Standards

The decision of the Zoning Administrator must make findings to support each of the following conclusions:

1. The strict application of the terms of this Ordinance will result in hardship unless the specific relief requested is granted.

2. The particular physical surroundings, shape, or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.

3. The plight of the owner is due to unique circumstances that do not apply to a majority of adjoining or nearby property, and is not a self-created hardship.

4. The administrative exception, if granted, will not alter the essential character of the locality.

F. Expiration

An approved administrative exception will expire one year from the date of approval unless a building permit is obtained. The Zoning Administrator may grant an extension for a period of validity longer than one year. An applicant may apply in writing for an extension of time at any time prior to the date of expiration.

G. Appeal

The decision of the Zoning Administrator may be appealed to the Zoning Board of Adjustment within 30 days of the date of the decision.

Provide description and evidence that demonstrates consistency with the following criteria listed in Section 17.14.070 of the Davenport Municipal Code:

The strict application of the terms of this Ordinance will result in hardship unless the specific relief requested is granted.

Provide description and evidence that demonstrates consistency with the following criteria listed in Section 17.14.070 of the Davenport Municipal Code:

The particular physical surroundings, shape, or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.

Provide description and evidence that demonstrates consistency with the following criteria listed in Section 17.14.070 of the Davenport Municipal Code:

The plight of the owner is due to unique circumstances that do not apply to a majority of adjoining or nearby property, and is not a self-created hardship.

Provide description and evidence that demonstrates consistency with the following criteria listed in Section 17.14.070 of the Davenport Municipal Code:

The hardship variance, if granted, will not alter the essential character of the locality.

Applicant:

Date:

By typing your name, you acknowledge and agree to the aforementioned submittal requirements and formal procedure.

Received by:

Planning staff

Date:

Date of the Administrative Decision:

Meetings are held in City Hall Council Chambers located at 226 West 4th Street, Davenport, Iowa.

Authorization to Act as Applicant

I,
authorize
to act as applicant, representing me/us before the Zoning Board of Adjustment for the property located
at

Signature(s)*

*Please note: original signature(s) required.