



**City of Manchester Building Department**  
208 E Main St, Manchester, IA 52057  
Ph: 563.927.1112 | [theims@manchester-ia.org](mailto:theims@manchester-ia.org)  
Website: [www.manchester-ia.org](http://www.manchester-ia.org)

## VARIANCE/EXCEPTION APPLICATION

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### MATERIALS TO BE SUBMITTED

1. **AN APPLICATION** completed in full with any additional information referenced and attached.
2. **A SKETCH MAP** clearly indicating nearby streets, property lines, existing zoning districts and other significant features which have a bearing upon the request.
3. **PAYMENT** of \$75.00 fee for variance/exception requests. Checks should be made payable to the City of Manchester.

### BASIS FOR VARIANCE/EXCEPTION

It is the applicant's responsibility as the petitioner to demonstrate the need and desirability of the variance/exception. The more facts you can present, the better your opportunities for a fair and valid decision. Specifically the Board of Adjustment will review your request to the following:

1. That the strict application of the terms of the Zoning Ordinance will impose upon the property owner unusual and practical difficulties or particular hardship.
2. That the variance/exception requested is in harmony with the general purpose, intent and spirit of the Zoning Ordinance.
3. That the Board determines that the granting of the requested variance/exception will not merely serve as a convenience to the applicant but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a deviation from the Zoning Ordinance.
4. That the surrounding property will be protected.

**Questions should be directed to the Building Official/Zoning Administrator**  
**Tim Heims | 563.927.0867 | [theims@manchester-ia.org](mailto:theims@manchester-ia.org)**

**RETURN TO:**  
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**FILING FEE: \$75.00**

**NOTICE OF APPEAL TO THE BOARD OF ADJUSTMENT  
VARIANCE/EXCEPTION**

**CONTACT INFORMATION**

Owner: \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

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

\_\_\_\_\_

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

**PROPERTY INFORMATION**

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

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

\_\_\_\_\_

\_\_\_\_\_

Lot Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Square Feet (attach a copy of Plat)

Zoning District: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

City Code Section requesting Variance/Exception from: \_\_\_\_\_

\_\_\_\_\_

**GENERAL DESCRIPTION OF REQUEST**

Please provide a general description of the request (use additional sheets of paper if necessary).

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**SITE PLAN**

Have you attached a site pan? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please remember a site plan must be submitted and be to a reasonable scale. If you should require assistance, please contact the Building Department.

**HEARING REQUESTED**

It is requested that the appeal be set for hearing by the Chairperson of the Board of Adjustment in strict accordance with the provisions of the Code of Ordinances of the City of Manchester.

*Property owner signature is required.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_