

*Emmetsburg Board of Adjustment*  
***Variance Request Form***

Date Request Filed: \_\_\_\_\_ \$25 Board of Adjustment Fee

Name of Property Owner(s): \_\_\_\_\_

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

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

Legal Description of Subject Property: \_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF VARIANCE REQUEST:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe the hardship that justifies desired variance:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In addition to the information above, applicant is required to submit with this request form the following:**

- 1) **A list of all immediately adjacent property owners and their addresses.  
(PLEASE LIST ON THE BACK OF THIS FORM)**
- 2) **Site plans, preliminary building elevations, preliminary improvement plans or other maps and/or drawings sufficiently dimensioned to illustrate the following (to the extent related to the variance application):**
  - a) **Existing and proposed location and arrangement of uses on the site, and on abutting sites within fifty feet (50’).**
  - b) **Existing and proposed site improvements, buildings and other structures on the site and any off-site improvements related to or necessitated by the proposed use.**
- 3) **The Zoning Officer or Building Inspector may request additional information necessary to provide for a complete analysis of the requested variance.**

**NOTE: The property and proposed improvement MUST be staked at least one week prior to the time and date of the variance hearing in order that the members of the review board may view the same.**

\_\_\_\_\_  
**Property Owner’s Signature**

\_\_\_\_\_  
**Date**

**PROPERTY OWNERS IMMEDIATELY ADJACENT TO YOUR PROPERTY**

**(Land that abuts your property lines, DO NOT include street side)**

**NAME**

**ADDRESS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**The Palo Alto County Assessor's website may be helpful in determining the property and its owners that abut your lot lines.**

**[paloalto.iowaassessors.com](http://paloalto.iowaassessors.com) (Real Estate Search)**

- 1. Enter your House Number and Street Name**
- 2. GIS Map Information is located at the bottom of page**
- 3. Click on the PIN Number of each property that abuts your lot lines and the property owners name and address will appear**