

RUTHVEN ZONING PERMIT REVIEW

Application No. _____ This permit application is: Recommended Not Recommended

Need Additional Information before Approval: _____

Comments: _____

Signed: _____ Date: _____

City of Ruthven, Iowa Application for Zoning Compliance Permit

Phone: (712) 837-5355 1305 Gowrie St., P.O. Box 160 Ruthven, Iowa 51358 8:00 a.m. – 4:30 p.m. M-F

For questions, please contact Ruthven City Hall or Ruthven Zoning Administrator at 712-837-5355

1. LOCATION OF PROPOSED IMPROVEMENTS

Street Address: _____ Zoning Classification: _____

Legal Description _____ (Lot) _____ (Block) _____ (Subdivision)

2. APPLICATION IS MADE BY

Name: _____ owner/developer/agent
(Please circle one)

If applicant is not the owner, please list owner's name and address: _____

Street Address: _____

City, State, Zip: _____

Phone or Contact Number: _____

Contractor (Name & Phone #): _____

3. REASON FOR ZONING PERMIT

This permit is for: New Construction Fence Driveway Sign
 Structural Alterations Building Addition Move/Relocate Bldg.

Please specifically describe the proposed building activities for this permit application
(e.g. build new house, erect new garage, etc.; and please provide type of construction and building dimensions)

Size and total square feet of the proposed structure or building: _____

Height of proposed structure or building: _____

(Note: Height of a building or structure is that distance measured from the ground level to the highest point)

Valuation of proposed structure or building: \$ _____

Please provide a visual depiction and text of any signs for the proposed building or structure.

4. LOT OR PARCEL INFORMATION

Lot Size _____ (sq.ft.) Front Lot Width _____ Rear Lot Width _____ Lot Depth _____

Structure will be set back _____ feet from FRONT lot line

Structure will be set back _____ feet from REAR lot line

Structure will be set back _____ feet from LEFT SIDE and _____ feet from RIGHT SIDE

Structure will be set back _____ feet from nearest structure/building on the lot *(occupied or unoccupied)*

Present Land Use: _____ Proposed Land Use: _____

SITE PLAN:

Application for a zoning compliance permit will be accompanied by a detailed site plan. Accessory uses, buildings and structures, interior remodeling projects, and those exterior projects that do not change the size, cubic content or building footprint are exempt from site plan requirements. Site plans should include at a minimum:

- Property boundary lines, dimensions and total area.
- If substantial topographic change is proposed, city staff may request contour lines at no more than 5' intervals.
- The availability and location of existing utilities, if requested by city staff.
- The proposed location, size, shape and type of all buildings or structures.
- The total square feet of all proposed buildings, both individually and collectively.
- The number of dwelling units, bedrooms, offices, etc.
- Existing buildings, rights-of-way, street improvements, utilities, easements, or drainage ways.
- Parking areas, number of parking spaces proposed and type of surfacing to be used.
- Walkways, driveways, lighting, walls, fences, signs or monuments to be used in the landscape.
- Location and type of hard landscaping and plantings, fences or walls if used for screening purposes.

Other considerations pertinent to the proposed use may be requested by the zoning administrator.

See the following page for sample site plan

ZONING COMPLIANCE PERMIT FEES:

Permit fees shall be paid at the time the permit application is submitted to the City of Ruthven. Zoning permit fee amounts may be obtained from City Hall. No construction shall commence until the zoning compliance permit has been approved and the fee has been paid to the city.

The undersigned applicant, by signature, indicates his/her agreement to the conditions outlined in this permit, and will adhere to the Ruthven Zoning Regulations. The applicant also acknowledges understanding and agreement of: *That this permit is valid ONLY for the project as presented to and approved by Ruthven; AND that any changes made to either the site plan submitted or the construction/improvement/usage authorized by this permit must be reviewed by Ruthven for compliance and authorization prior to commencement of construction; AND that it is the intent of the applicant to build the structure(s) noted on this form in accordance with the plan(s) submitted for the usage(s) indicated; AND that ANY unauthorized changes to the approved plan, usage noted, or to the parcel /land/site plan as presented renders this permit null and void.*

Approval of a Zoning Compliance Permit shall be valid for a period of one (1) year. The permit shall be void if the use applied for has not commenced construction within 1 year of the approval of such permit, unless an extension has been obtained from the zoning administrator.

Applicant Signature (or Authorized Representative)

Date

RUTHVEN ZONING COMPLIANCE PERMIT APPROVAL (FOR USE BY ZONING ADMINISTRATOR ONLY)

This application and site plan presented by the applicant have been reviewed for compliance with the Ruthven Zoning Ordinance and is determined to be in compliance with the regulations.

This permit application is: Approved Denied as presented on this date: _____

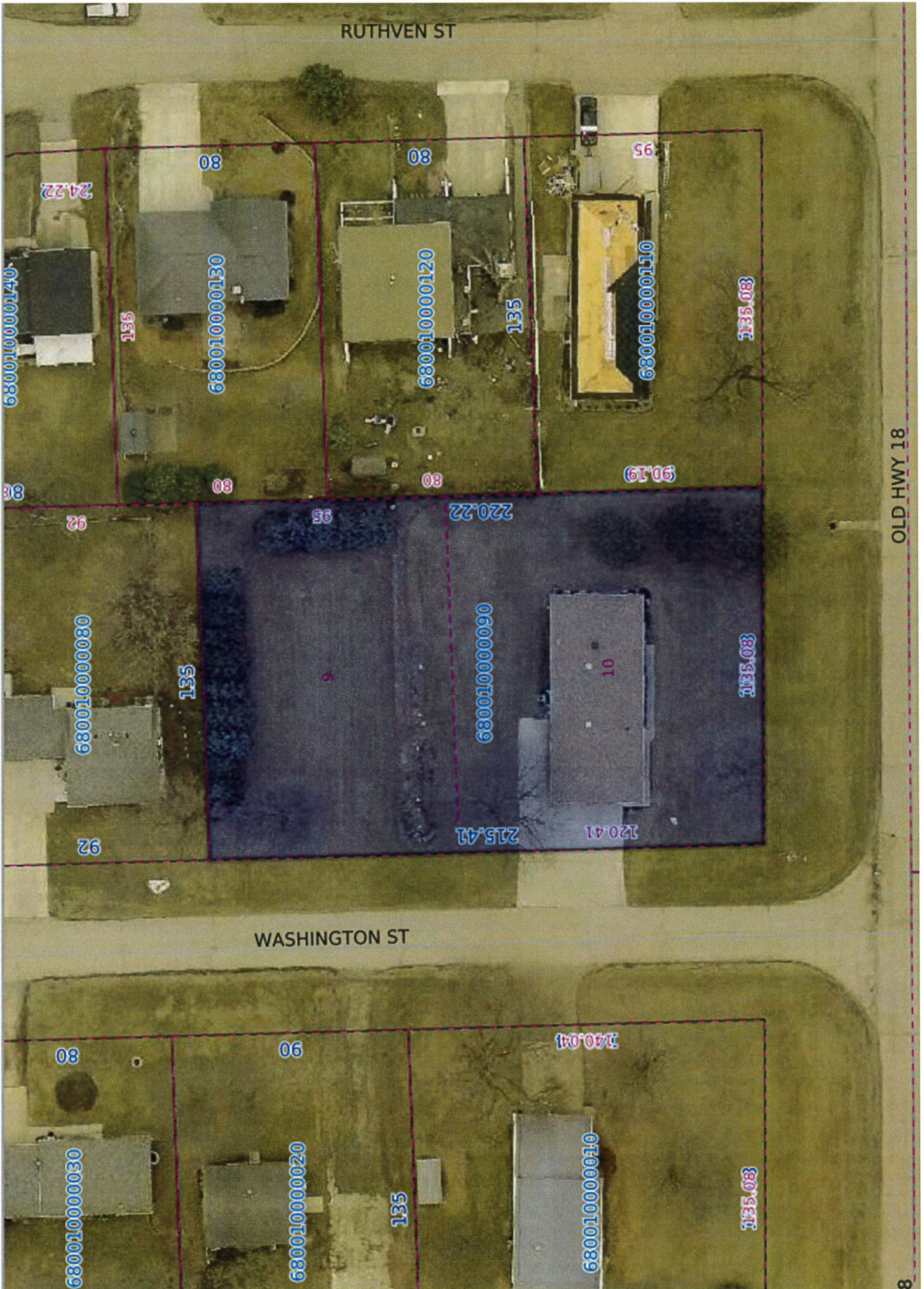
Signed: _____ Ruthven Zoning Administrator

Copy Sent to Applicant on: _____

Zoning Permit Fee Paid: Yes No \$ _____

Special Exception Permit Required Yes No If Yes, forwarded to Board of Adjustment on _____ (date)

GIS Map Information



OLD HWY 18

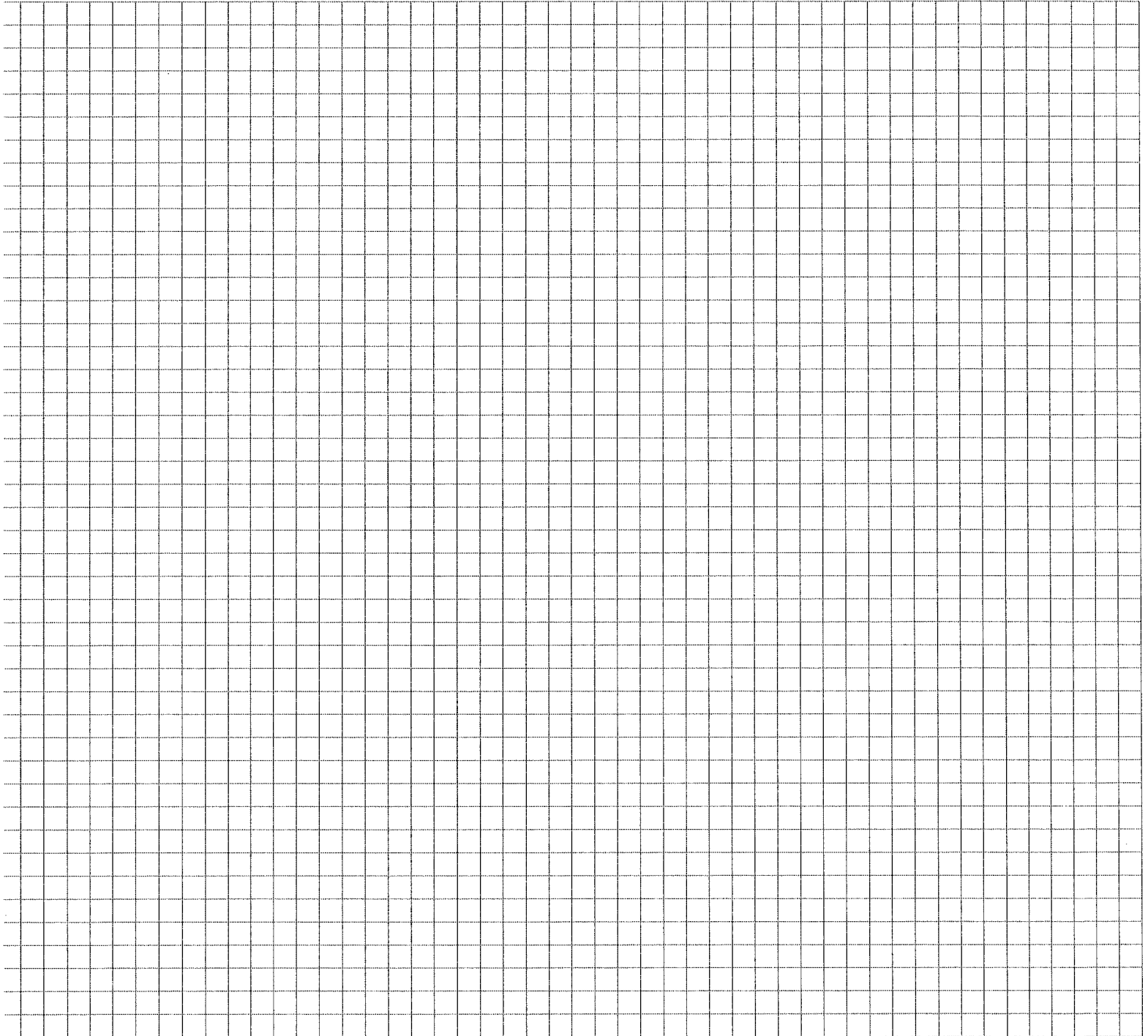
**City of Ruthven
Zoning Compliance Permit - Site Plan -**

Applicant: _____

Address: _____

Please Submit below a sketch plan in support of your building permit application, showing the actual shape and dimensions of the lot on which the construction will take place.

1. Show streets, with street names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of any existing and proposed new structures, and their distances from the lot lines
4. Show locations of any existing and proposed accessory buildings (if any), and their distances from the main building and lot lines.
5. Show locations of utility and any other permanent access easements.
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable).



Scale: One box equals two feet (2'), unless otherwise specified. Attach additional pages if necessary.

ARTICLE 5. SINGLE FAMILY RESIDENTIAL DISTRICT (R-1)

Article 5: Single Family Residential District

- Section 5.1. Intent
- Section 5.2. Principal Permitted Uses
- Section 5.3. Conditional Uses
- Section 5.4. Permitted Accessory Uses and Structures
- Section 5.5. Site Development Regulations
- Section 5.6. Off Street Parking
- Section 5.7. Sign Regulations
- Section 5.8. Additional District Regulations
- Section 5.9. Zoning Permit Required

SECTION 5.1. INTENT.

The intent of the Single Family Residential District (R-1) is to provide for low to medium density residential development with a limited number of civic, institutional, and recreational facilities permitted.

SECTION 5.2. PRINCIPAL PERMITTED USES.

Within the (R-1) Single Family Residential District, unless otherwise specified in this ordinance, only the following principal uses, buildings or structures shall be permitted by right.

Agricultural/Conservation Uses	Residential Uses	Civic Uses
Critical Area Floodplain Horticulture Undeveloped or unimproved lands Water control structures, irrigation, or retention basins Wetlands	Single Family Residential	Educational Facilities Local Utility Services Government/Public Services Parks & Recreation Services Pre-Kindergarten, Preschool or Nursery School Religious Assembly

SECTION 5.3. CONDITIONAL USES.

Certain uses may be permitted in the (R-1) District subject to specific conditions and requirements as outlined and approved by the board of adjustment intending to make them compatible with and acceptable to adjacent uses.

Residential Uses	Civic Uses	Commercial Uses
Nursing Home Two Family Residential (duplex) Relocated Residential Residential Healthcare Facility	Daycare Center Major Utility Facilities Safety Services	Bed & Breakfast Inn Communication Services <i>(See Section 13.9)</i> Funeral Services Golf Course

SECTION 5.4. ACCESSORY USES AND STRUCTURES.

Permitted accessory uses shall not be the principal structure on any lot, and accessory uses are to remain incidental and secondary in size, use, and nature to the principal permitted use. Accessory uses shall also comply the provisions of Section 13.1. The following accessory uses and structures shall be permitted.

1. Essential services
2. Private garage or carport
3. Private parking lots
4. Private swimming pools, tennis courts or other personal recreational facilities.
5. Radio, television, satellite dish, and other similar receiving antennas for personal use.
Communication services and other devices or structures intended for commercial use are considered a conditional use and shall comply with the provisions of Section 13.9.
6. Personal utility sheds, garden buildings or greenhouses not used for commercial purposes
7. Solar collectors intended for private residential use
8. Home occupations, in compliance with Section 13.5.
9. The keeping of dogs or other domesticated animals in a private kennel.
10. Temporary buildings for uses incidental to construction, in which buildings shall be removed upon completion or abandonment of construction, and in compliance with Section 13.3.
11. Accessory uses and buildings customarily incidental and subordinate to the permitted uses and structures.

SECTION 5.5. SITE DEVELOPMENT REGULATIONS.

The following minimum requirements shall be provided for light and open space around permitted and conditional uses, buildings, and structures in the (R-1) Single Family Residential District, and subject to the Supplemental District Regulations.

Lot Area -	8,000 sq.ft. - minimum lot area for single family residential 9,000 sq.ft. – minimum lot area for two family residential 10,000 sq.ft. – minimum lot area for all other uses
Lot Width -	80 feet - minimum lot width for all uses
Front Yard -	25 feet - minimum required setback
Rear Yard -	25 feet - minimum required setback
Side Yard -	7.5 feet - minimum required setback
Street Side Yard (Corner Lot) -	25 feet - minimum required setback
Height -	35 feet maximum height for all uses, unless otherwise provided in this ordinance.
Residential Density -	Not more than one (1) principal dwelling per lot, except for two family residential.

No minimum requirements for local utility facilities and essential services, except that buildings or other above ground structures or devices constructed in support of utilities or essential services must comply with minimum yard setback requirements. All residential dwellings must be

constructed in compliance with the Residential Dwelling Standards outlined in Section 13.6. Manufactured or mobile homes placed in designated residential subdivisions must be converted to real property in conformance with section 135D.26 of the Code of Iowa

SECTION 5.6. OFF-STREET PARKING.

Off-street parking and loading requirements shall be required for activities in the (R-1) Single Family Residential District in accordance with the provisions of Article 14 of this ordinance.

SECTION 5.7. SIGN REGULATIONS.

Sign regulations shall be required for activities in the (R-1) Single Family Residential District in accordance with the provisions of Article 15 of the ordinance.

SECTION 5.8. SUPPLEMENTAL DISTRICT REGULATIONS.

Certain uses, buildings, or structures in the (R-1) Single Family Residential District may be subject to supplemental regulations identified in Article 12 of this ordinance.

SECTION 5.9. ZONING PERMITS REQUIRED.

Zoning permits shall be required in accordance with the provisions of Section 17.3 of this ordinance.

RUTHVEN, IOWA “QUICK REFERENCE GUIDE” ZONING DISTRICT SITE DEVELOPMENT REGULATIONS

Zoning District	Maximum Height	Minimum Lot Area	Minimum Lot Width	Required Front Yard	Required Rear Yard	Required Side Yard	Street Side Yard (corner lot)
AG Agriculture	35 ft. (dwellings) None for ag uses	1 acre	150 ft.	50 ft.	50 ft.	20 ft.	50 ft.
R-1 Single Family Residential	35 ft.	8,000 SF 9,000 TF 10,000 OU	80 ft.	25 ft.	25 ft.	7.5 ft.	25 ft.
R-2 Multiple Family Residential	35 ft.	8,000 SF 9,000 TF +1,500/DU 10,000 OU	80 ft.	25 ft.	25 ft.	7.5 ft.	25 ft.
MH Mobile & Manufactured Housing	35 ft.	4,000 sq.ft. (lot) 2 acres (park)	40 ft. (lot) 150 ft. (park)	15 ft.	25 ft.	7.5 ft.	25 ft. (Park Boundary)
C-1 Downtown Commercial	35 ft.	No Minimum	No Minimum	none	none 25 ft. if next to res.	none 7.5 ft. if next to res.	none
C-2 General Commercial	35 ft.	10,000 sq.ft.	80 ft.	35 ft.	25 ft.	10 ft.	35 ft.
GI General Industrial	35 ft.	20,000 sq.ft.	100 ft.	35 ft.	25 ft. 50 ft. if next to res.	10 ft. 25 ft. if next to res.	35 ft.

ARTICLE 11. SITE PLANS

Article 11: Site Plans

- Section 10.1. Intent
- Section 10.2. Scale
- Section 10.3. Legal Information
- Section 10.4. Site Plan

SECTION 11.1. INTENT.

Site plans are required for review and approval for new construction of any permitted or conditional use buildings and structures in any district. Accessory uses, buildings and structures, interior remodeling projects, and those exterior projects that do not change the size, cubic content or building footprint are exempt from site plan requirements. Although site plans, per these provisions, are not required for such accessory uses or other remodeling or interior projects, it does not imply that such uses are exempt from the zoning permit process and any site drawings or plans required in the zoning permit.

SECTION 11.2. SCALE.

All site plans shall be drawn at a scale that legibly shows and accurately depicts the proposed improvements, but not less than 1" = 100'. The site plan shall be submitted with a zoning permit application. Two (2) copies of the site plan shall be submitted with the zoning permit application.

SECTION 11.3. LEGAL INFORMATION.

The site plan shall include the following legal information:

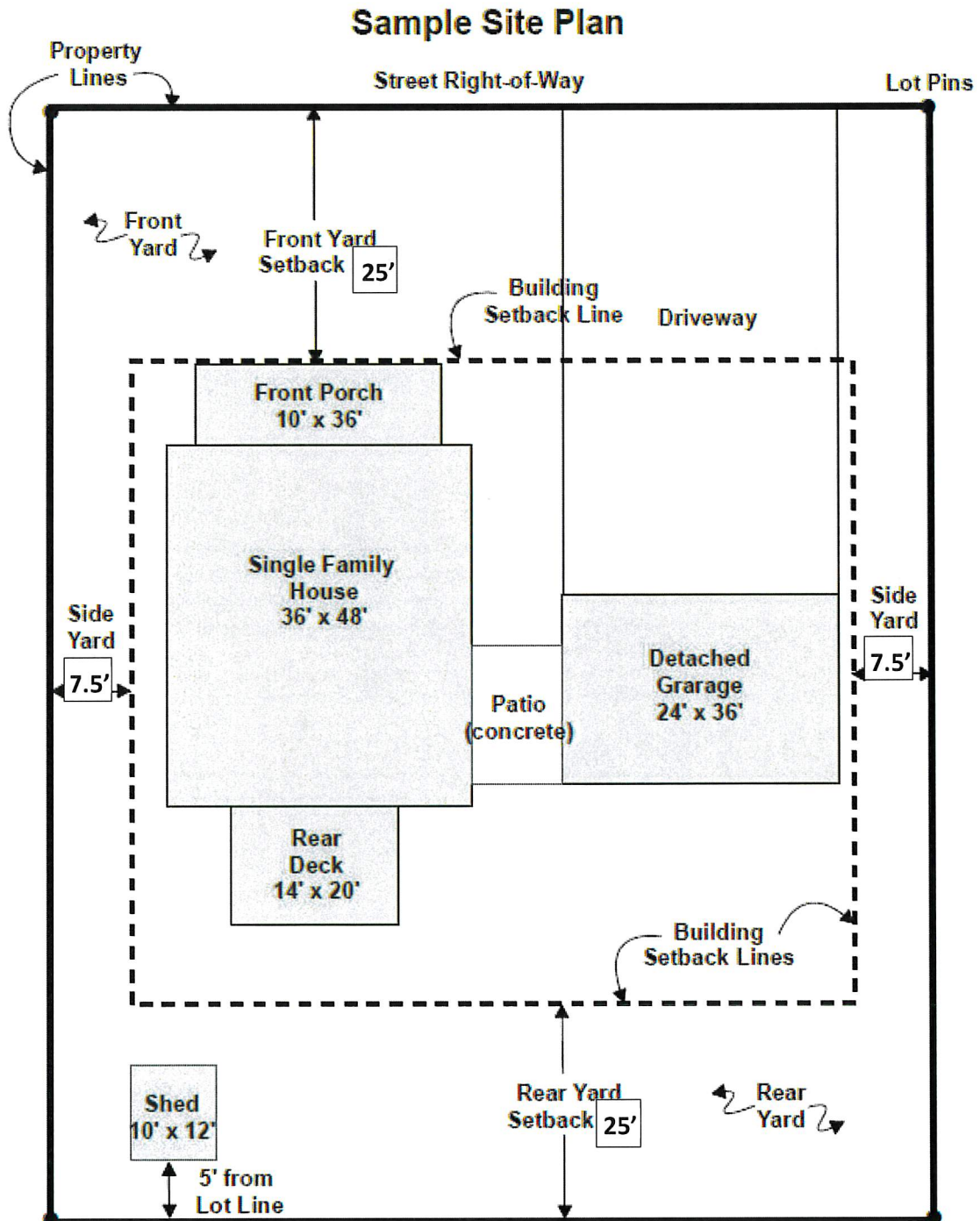
1. Owner's name, date of application and legal description of property to be improved.
2. Appellant's name, requested land use and zoning.
3. If the appellant is other than the legal owner, the appellant's interest shall be indicated.

SECTION 11.4. SITE PLAN.

The site plan shall include and clearly illustrate the following information:

1. Property boundary lines, dimensions, and total area.
2. If substantial topographic change is proposed, contour lines at intervals of not more than one foot (1') may be requested by the zoning administrator.
3. The availability and location of existing utilities, if requested by the zoning administrator.
4. The proposed location, size, shape and type of all buildings or structures.
5. The total square feet of all proposed buildings.
6. The number and size of dwelling units, if applicable.
7. Parking areas, number of parking spaces proposed, and type of surfacing to be used, etc.
8. Walkways, driveways, lighting, walls, fences, signs, and other man-made structures.
9. Buffers, landscaping, permanent retaining walls, and other materials used for screening purposes shall be illustrated.
10. Erosion or sediment control plan, and proposed storm water management to be used, if any.
11. Traffic considerations, architectural themes, and any other considerations pertinent to the proposed use may be requested by the zoning administrator.

A preliminary site plan may be submitted for preliminary or tentative land use approval, providing, however, that a final site plan shall be submitted, reviewed, and approved in compliance with this ordinance. Such separate plans shall agree with one another as to both design and quantities. A survey of property may be ordered by the zoning administrator if the current lot lines are in question or in doubt of location. In the event of an ordered survey, such survey shall be at the expense of the property owner and all lot pins required to identify a lot must be located and marked by a certified land surveyor. No zoning permit will be issued until all required action has been taken.



ARTICLE 12. SUPPLEMENTAL DISTRICT REGULATIONS

Article 12: Supplemental District Regulations

- Section 12.1. Intent
- Section 12.2. Lot of Record
- Section 12.3. Relocated Residential Dwellings
- Section 12.4. Multiple Principal Structures per Lot
- Section 12.5. Yard Regulations
- Section 12.6. Steps, Decks, and Patios
- Section 12.7. Fences, Hedges, and Retaining Walls
- Section 12.8. Buildings to Have Access
- Section 12.9. Use of Public Right-of-Way
- Section 12.10. Lot Frontage Continuity
- Section 12.11. Height Exemptions

SECTION 12.1. INTENT.

The regulations set forth in this article qualify, supplement, or modify the area and height regulations set forth elsewhere in this ordinance.

SECTION 12.2. LOT OF RECORD.

Any lot of record at the time of passage of this ordinance having less lot area or lot width than herein required may be used for any use where such uses are permitted as provided in this ordinance. Only one principal building shall be permitted on one lot of record. Any lot of record at the time of passage of this ordinance shall maintain the required front, side, and rear yards on each side of the principal building or structure. However, where two (2) or more contiguous and adjoining substandard or nonconforming lots are held in common ownership, they can be combined into one (1) zoning lot and thereafter maintained in common ownership; and be considered by the city joined together to form an effective and conforming zoning lot. The combining of contiguous substandard lots for purposes of zoning conformance does not automatically mean the property is rezoned. If two or more contiguous lots are within different zoning districts, a rezoning request may be necessary to accommodate proposed uses.

SECTION 12.3. RELOCATED RESIDENTIAL DWELLINGS.

Relocated residential dwellings shall submit a route plan and photographs of the building to be moved with a conditional use application. All relocated residential dwellings shall be permitted as conditional use issued by the board of adjustment. Upon review of the information submitted, the board shall consider the aesthetic appearance of such relocated dwelling and how the residence fits into the character and appearance of the existing dwellings and neighborhood. A conditional use permit must be obtained prior to moving a building or structure into Ruthven.

SECTION 12.4. MULTIPLE PRINCIPAL STRUCTURES PER LOT.

More than one principal structure not intended to be a single family residential structure may be erected on a single lot, except within the R-1 and MH districts. Multiple principal structures per lot are subject to the following conditions.

1. No principal building shall be located closer than twenty-five feet (25') in relation to another principal building on the same lot, or on an adjacent lot, to cause danger from fire.
2. All principal buildings on the lot shall be served by access ways suitable for police, fire, and

emergency vehicles, upon review and approval of Ruthven public safety officials.

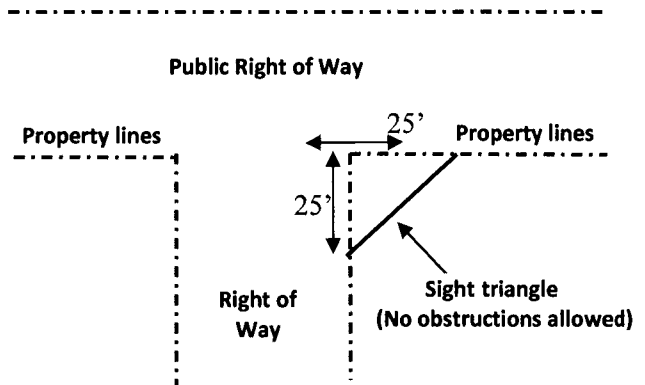
- All the multiple principal buildings on the same lot shall be accessible to pedestrians via required parking and emergency accesses to each building.

SECTION 12.5. YARD REGULATIONS.

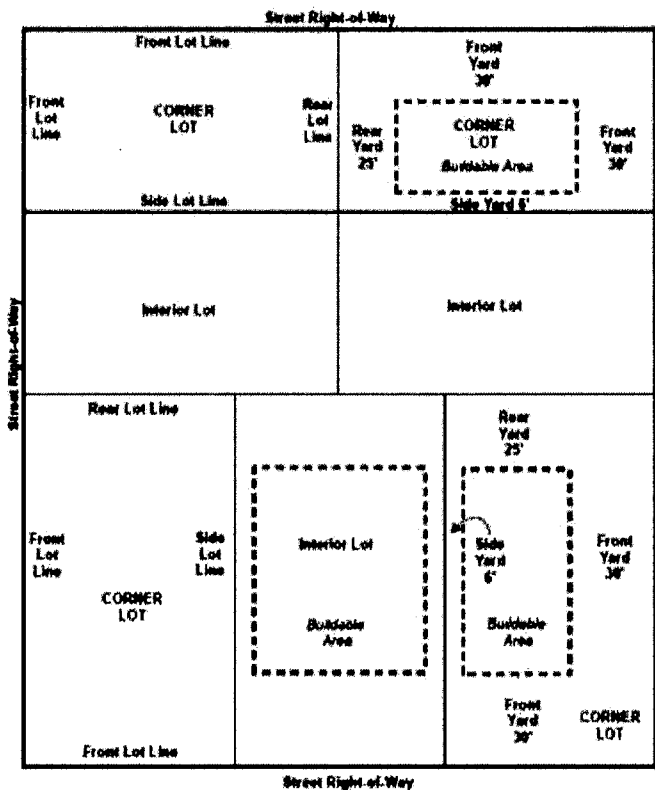
- Projecting Overhang or Structure.* The ordinary horizontal projection from buildings including eaves, sills, fascia, cornices, or other similar architectural and ornamental features, not including gutters, may project or extend not more than two feet (2') into any required yard.

- Line of Sight Visibility (at intersections).*

On a corner lot in any district, except the (C-1) Downtown Commercial District, no natural or man-made objects aside from public safety or utility owned structures shall be erected, placed, planted or allowed to grow in such a manner that will obstruct vision between a height of two feet (2') and ten feet (10') above the ground within a triangular area formed by connecting a point at the corner of the lot adjoining two streets and extending that line twenty-five feet (25') in each direction from the lot corner as measured along the property lines. (See diagram)



- Utilities.* Nothing in this ordinance shall have the effect of prohibiting utility service lines, utility connections, or utility boxes from encroaching into any required yard space.
- Through Lots.* Buildings on through lots, extending from street to street, shall provide the required front yard on both streets.



- Corner Lots.* The required side yard on the street side of a corner lot shall be the same as the required front yard on such street, and no accessory building shall project beyond the required front yard on either street. (See diagram)

Sample Corner Lot Yard Areas

SECTION 12.6. STEPS, DECKS, AND PATIOS.

Steps providing direct access to the ground level of a dwelling unit may encroach no more than three feet (3') into any required side yard or no more than five feet (5') into any required front or rear yard. Steps may also include a horizontal landing or platform of 48 square feet or less and not projecting more than six feet (6') into a required front or rear yard.

Decks higher than twelve inches (12") above the adjoining ground surface shall comply with required yard setbacks. No covered patios or other covered structures may project into the required front yard or street side yard setback on a corner lot.

Patios and concrete, pavers or other hard surfaced areas or other concrete slab structures constructed at grade level shall be allowed to be constructed within the required front, side, or rear yards. If a railing, wall, terrace, or any other above ground structure is built as part of the patio, all above ground structures shall comply with required yard setbacks.

Driveways and parking areas within front yard areas of residential zoned properties are permitted if the designated surfaced or concrete driveway is no larger than the width of the garage or designated parking space it is designated for and runs from the garage or parking space to the street. Furthermore, additional off street paved parking in the front yard shall be limited to no more than twelve feet (12') beyond either side of a driveway to be used for auxiliary parking spaces. A sidewalk on the property or paved access to the front door are also permitted.

SECTION 12.7. FENCES, HEDGES, AND RETAINING WALLS

For purposes of this section, the term "fence" means a constructed barrier of any material or combination of materials erected to enclose or screen areas of land. Plants, shrubs, bushes, and trees are not normally considered fences.

1. Fences or hedges in residential districts shall not exceed four feet (4') in height in any required front yard. Fences less than four feet (4') may be located on any part of a lot.
2. No fences are allowed within the "sight triangle" in accordance with Section 12.5.4. No fence shall obscure clear view of traffic at street intersections or driveways so as to create a safety hazard to pedestrians or vehicular traffic.
3. Except as provided above, fences or hedges shall not exceed seven feet (7') in height in any required side or rear yards. Fences more than seven feet (7') may be allowed in the cases of tennis courts, swimming pools, other recreational amenities, or for commercial and industrial uses upon review by the zoning administrator.
4. Determining the maximum height for fences and walls shall be made by measuring from the natural grade of the lot adjacent to the fence to the top of the finished fence structure.
5. Fences or walls shall not be closer than six inches (6") to any property line. Perennial plantings, including shrubs and hedges, shall not be planted closer than two and one-half feet (2½') to any property line. Except that fences, walls and perennial plantings may be placed up to the property line by written mutual agreement of adjoining property owners.
6. In the case of retaining walls, the height requirements specified in Section 12.7.3 above shall apply only to that part of the retaining wall above the ground surface of the retained land.
7. Retaining walls will not be subject to yard setback requirements if used for terracing land, holding back failing natural slopes, or changing the contour of land for development purposes.

8. It is the responsibility of the property owner to locate all easements prior to constructing or placing a fence. Said fence construction over any easement requires written permission of the city. The city may remove such fence at any time for necessary relocation or repairs of city utilities. Replacement of any removed fence shall be at the expense of the property owner.
9. Fences shall not be constructed of non-treated or natural wood products; corrugated tin, corrugated metal, or corrugated fiberglass; or sheet metal. Fences may be constructed from chain link, non-decomposing wood products (e.g. pressure-treated, redwood, cedar, etc.), molded plastic or wrought iron. The zoning administrator may approve other materials.
10. Garden fences are exempt from zoning regulations except that no garden fence shall create a traffic or pedestrian hazard, or be located within the front yard or street side yard.
11. Fences in side and rear yards shall have at least one (1) access point, to allow for access for public safety and utility purposes.
12. Disputes between property owners concerning fences and/or plantings, trees, bushes, hedges or other natural or manufactured structures obstructing views, sunlight or air shall be considered a civil matter between private parties and shall be resolved in a court of law.

SECTION 12.8. BUILDINGS TO HAVE ACCESS.

Every building or principal use hereafter erected or structurally altered shall be on a lot or parcel having frontage on a public street or road, except in the (C-1) Downtown Commercial District.

SECTION 12.9. USE OF PUBLIC RIGHT-OF-WAY.

No portion of the public road, street or alley right-of-way shall be used, or occupied by an abutting use of land or structure for storage or display purposes, or to provide any parking or loading space required by this ordinance.

SECTION 12.10. LOT FRONTAGE CONTINUITY.

In the case where a block is improved with buildings amounting to more than thirty percent (30%) of the total number of lots, on one side of a street between two intersecting streets, then no part of any new building or structure shall project beyond a line joining the two adjacent corners of the buildings on either side thereof. Where there is a building on only one side, then no part of any new building shall project beyond a line projected from the corresponding adjacent corners of the two nearest buildings. No building shall be required to provide a front yard greater than forty feet (40'). In the case where the block front improved with buildings amounts to less than thirty percent (30%) of the total number of lots, including vacant lots, on one side of the street between two intersecting streets, the required minimum yard setbacks of the district shall be enforced.

SECTION 12.11. HEIGHT EXEMPTIONS.

No building shall exceed a height of thirty-five feet (35'), unless otherwise provided in this ordinance. Height regulations shall not apply to church spires, belfries, farm buildings, tanks, water towers, fire towers, stage towers or scenery lofts, chimneys, cooling towers, grain elevators, bulk-heads, conveyors, drilling rigs, monuments, flagpoles, ornamental towers, radio or television towers, and other necessary mechanical appurtenances may be erected to any height, not in conflict with any other applicable regulations. Communication towers and antennas shall be built to a height in conformance with the regulations set forth in Section 13.9. Wind energy devices shall be built to a height in conformance with the regulations set forth in Section 13.8.

ARTICLE 17. ZONING ENFORCEMENT

Article 17: Zoning Enforcement

- Section 17.1. Zoning Administrator
- Section 17.2. Zoning Compliance
- Section 17.3. Zoning Permits Required
- Section 17.4. Application for Zoning Permit
- Section 17.5. Site Plans
- Section 17.6. Construction and Use as in Applications, Plans, and Permit
- Section 17.7. Fees
- Section 17.8. Conditional Uses
- Section 17.9. Administrative Appeals

SECTION 17.1. ZONING ADMINISTRATOR.

The city council of Ruthven, Iowa, shall appoint a zoning administrator. It shall be the duty of said zoning administrator to enforce this ordinance. The role of zoning administrator is to review zoning permits for construction of new buildings and structures, to act as a liaison between the city and public related to zoning matters, and to enforce this ordinance. The zoning administrator is also given the responsibility of serving as the recording secretary for the planning commission and board of adjustment, and will act on the city's behalf in matters reviewed before these boards. The zoning administrator may be a person holding other appointive office in the city or in another governmental agency. The term of appointment for the zoning administrator is perpetual until city council makes a decision and notification is given to the administrator.

SECTION 17.2. ZONING COMPLIANCE.

If the zoning administrator finds any violations to this ordinance, they shall notify in writing the person responsible for such violations indicating the nature of the violation and ordering the action necessary to correct it. The zoning administrator shall order discontinuance of illegal uses of land, buildings, or structures, removal of illegal buildings or structures or additions, alterations, or structural changes thereto, discontinuance of any illegal work, or take any other action authorized by this ordinance to insure compliance with or to prevent violation of its provisions.

SECTION 17.3. ZONING PERMITS REQUIRED.

No building or structure hereafter erected or structurally altered shall be occupied or used in whole or in part for any purpose whatsoever, until the zoning administrator issues a permit. No change of use shall be made in any building or part thereof, now or hereafter erected or structurally altered, without a permit being issued therefore by the zoning administrator. No permit shall be issued to make a change unless the changes are in conformity with provisions of this ordinance. All zoning permits will be null and void if the purpose for which the permit is issued is not commenced within one year from date of issuance. A zoning permit is not issued for demolition. Other small buildings including movable garden sheds or small storage buildings 100 sq.ft. or less in size, along with typical yard landscaping, are not required to submit a zoning permit.

SECTION 17.4. APPLICATION FOR ZONING PERMIT.

Zoning permits shall be obtained from city hall. Prior to starting the erection, construction, moving, structural alterations of a building or structure, or the erection of signs or billboards, a zoning permit must be issued. Permits shall be kept on file in the office of the zoning administrator, and copies shall be furnished on request to any person having a proprietary or tenancy interest in the

building affected. Zoning permits shall be reviewed and a decision to approve, deny or request for additional information shall be provided to complying applicants within seven (7) days after application. In the case of moving a house or building onto a lot, photos of the building or structure being moved along with a route plan shall accompany the zoning permit.

SECTION 17.5. SITE PLANS.

Each application for a zoning permit shall be accompanied by a site plan showing the actual dimensions of the lot to be built upon, the size, shape, and location of the building to be constructed, the dimensions of the required yards, parking and open spaces, and such other information as may be necessary to provide for the enforcement of this ordinance.

SECTION 17.6. CONSTRUCTION & USE AS IN APPLICATION, PLANS, AND PERMIT.

Zoning permits issued based on plans and applications, approved by the zoning administrator, authorize only that use, arrangement and construction. Any use, arrangement, and construction at variance with that authorized shall be deemed a violation of this ordinance and punishable as provided by Section 18.1.

SECTION 17.7. FEES.

The city council shall establish, by resolution, the zoning fees to be applied to zoning permits, conditional uses, variance and appeals pursuant to this zoning ordinance. Before receiving a zoning permit the owner or the owner's agent shall pay a permit fee to the city. The city, county, state, and federal governments shall be exempt from paying any scheduled fees. Fees for zoning permits issued after construction has begun shall double in cost as a penalty for not complying with the city's zoning permit process.

SECTION 17.8. CONDITIONAL USES.

The zoning administrator may issue a zoning permit for a conditional use after review and upon order of the board of adjustment.

SECTION 17.9. ADMINISTRATIVE APPEALS.

This procedure is intended to afford review of administrative actions taken pursuant to the zoning ordinance where such actions may be in error. Appeals to the board of adjustment concerning interpretation or administration of this ordinance by the zoning administrator may be taken by any person aggrieved or by any public officer of the City of Ruthven, board, bureau, corporation, or others affected by a decision of the zoning administrator. Such appeals should be taken within a reasonable time, not to exceed 60 days of the action by filing with the zoning administrator a notice of appeal specifying the grounds thereof. The zoning administrator shall forthwith transmit to the board of adjustment all papers constituting the record from which the action appealed was taken. A concurring vote of at least three (3) members of the board is necessary to approve, modify or reverse any decision or action of the zoning administrator, even in the instance of absentee members or in conflicts of interest. The board of adjustment shall fix a reasonable time (typically no more than 30 days) to conduct a hearing of appeal, give public notices thereof, as well as due notice to the parties of interest, and render a decision on the appeal or application. At the hearing, any party may appear in person or by agent or attorney. The board of adjustment shall make written findings of fact and conclusions on all issues presented in any adjudicatory proceeding. The board shall notify the appellant of its decision. A fee to be determined by resolution of the city council shall be paid at the time the notice of appeal is filed. (*Code of Iowa, Section 414.10*).