

City of Fairfield  
118 S Main Street / PO Box 850  
Fairfield, IA 52556  
Phone: (641) 472-6193  
Fax: (641) 472-0698



## **BOARD OF ADJUSTMENT APPEAL APPLICATION CHECKLIST**

### **GENERAL REQUIREMENTS:**

### **INCLUDED IN SUBMITTAL**

- |                                |                              |                             |
|--------------------------------|------------------------------|-----------------------------|
| 1. Completed Application Form. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Meeting Fee.                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Site Plan.                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### **SITE PLAN REQUIREMENTS - EXISTING & PROPOSED:**

### **INCLUDED IN SUBMITTAL**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Show location of all lot lines and dimensions. Include area in square feet. Provide a survey map, if available.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Show all adjacent roads, driveways and present building locations to scale. Indicate footage from lot lines, etc.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Show locations of existing wells, septic systems, sewer lines, water lines, gas lines and other pertinent topographical features.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Show to scale locations of proposed structures, sewer lines, water lines, landscaping, parking, driveways, parking areas, and other information that may apply to the specific proposal. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Show locations of neighbor's property and approximate distance of neighbor's buildings and structures.   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Show plans of professional quality of your proposed structures, drawn to scale. (Check to verify setback requirements)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Setbacks of proposed new construction.   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Percentage of allowable buildable area, if applicable.   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Additional information relevant to the request.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |