



# City of Windsor Heights

www.windsorheights.org

1145 66th Street, Suite 1 • Windsor Heights, Iowa 50324 • 515-279-3662 • Fax 515-279-3664

## ZONING COMPLIANCE PERMIT- Accessory Structures

Date of Submission: \_\_\_\_\_ Fee Amount: \$30.00 \_\_\_\_\_ Application No. \_\_\_\_\_

**A SITE PLAN OR SURVEY MUST BE SUBMITTED ALONG WITH COMPLETED APPLICATION AND FEE.**

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

List an easements and/or buffers on the property and their type and size: \_\_\_\_\_

Number of existing accessory buildings: \_\_\_\_\_ Total area of existing accessory buildings: \_\_\_\_\_

Area (square feet) of proposed building: \_\_\_\_\_ Area (square feet of residence): \_\_\_\_\_

*Please note that if any wiring or plumbing is proposed; or if the area of the building exceeds 144 square feet or 12 feet in any dimensions a Building Permit must be applied for. This is a separate application and fee.*

TYPE	SIZE	SETBACKS
Storage Shed _____	Length _____	Side _____
Workshop _____	Width _____	Rear _____
Other (please describe type and use)		

Applicant/Property Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Signatures: (required)**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*Verification of setbacks must be made prior to any structure being erected or concrete being poured. A 24 hour inspection notice must be made with the Zoning Administrator. An inspection is required before a permit for zoning compliance can be approved. The proposed area must easily be marked off to be able to measure the distance to the property lines. This can be done using stakes and string. To set up an inspection, call 515-645-6809.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

## **ACCESSORY STRUCTURE PERMIT GUIDELINES**

An approved Zoning Compliance Permit is required prior to construction of certain residential accessory structures. Residential accessory buildings, of up to 144 square feet in size and having no dimension larger than 12 feet, are not covered by the 2012 International Residential Building Code adopted by the City of Windsor Heights, and do not require building permits. However, Section 172.02 of the Zoning Ordinance places restrictions on height, size and location of accessory buildings. The Zoning Compliance Permit insures compliance with the following:

1. No accessory building shall exceed 144 square feet, or 1.5% of the total lot area, whichever is larger.
2. The maximum height of an accessory building other than a garage shall be 20 feet. The exterior side wall shall not exceed 14 feet. The height shall be measured from grade and shall include the foundation or retaining walls.
3. The minimum setback from a side lot line is 3 feet.
4. The minimum setback from a rear lot line is 5 feet.
5. No accessory building shall be placed within 10 feet any of any other building on its own property or any adjacent properties unless it meets applicable separation requirements of the City's Fire Code.

**USE SPACE BELOW FOR SITE PLAN DRAWING:** Please draw property lot lines