



# Development Services

Planning Division

4200 Mills Civic Parkway, Suite 1D | [developmentservices@wdm.iowa.gov](mailto:developmentservices@wdm.iowa.gov) | p: 515-222-3620 | f: 515-273-0603

Application Checklist

**VARIANCE OR ZONING EXCEPTION**

**At time of application, you will be required to provide the following:**

1. A letter of intent describing the project, identifying the project contact person(s), and any other information relevant for staff's review.
2. A PDF of the exhibit illustrating all buildings and property boundaries. The exhibit should include existing and requested setbacks to the building(s) and any other pertinent information for the case.
3. A PDF of the completed application findings as included in the City Access Portal online application.
4. If relevant for the case, a PDF of elevations for all sides of proposed buildings and/or structures which illustrate architecture, materials, and color palette. The elevation drawings should be at such a size as to appropriately show architectural detail.