

HOW TO COMPLETE THE HENRY COUNTY ZONING PERMIT APPLICATION

1. **Owner Information:** Name and full mailing address of the owner as well as phone numbers where the owner can be contacted from 8 a.m. to 5 p.m. Monday through Friday and at home.
2. **Site Address:** Address of the property for which the zoning permit is being applied. This may be the same as the mailing address or may not have an address yet (fill out as much as possible).
3. **Legal Description:** Give a short description of the proposed location if not already provided and provide the section, township, and range for said site if it is not given on the attached site plan.
4. **Builder Information:** Name, phone number, and address of the builder.
5. **Zoning District:** Contact County Planning & Zoning for this information (319) 385-0746.
6. **Present Occupancy Use:** Current use of property (if residential, include # of bedrooms).
7. **Type of Work:** Check the appropriate box that best describes the work proposed.
8. **Proposed Construction, Reconstruction, or Enlargements:** Describe each new structure or any alteration of an existing structure by indicating its type, intended use, and dimensions. Examples of a new structure include: single family dwelling, residential garage, addition to dwelling, commercial storage building, billboard sign, deck, etc. Examples of changes in use include: converting a garage to a storage building, converting a residence to a boarding house, etc.
9. **Setback Requirements and Standards:** The diagram indicates the minimum setback distances for a main or accessory building. A main building must be set back from the property lines, except those lines that front on a public right-of-way – those setbacks must be measured from the **road right-of-way line** to a given structure, *not from the edge of the pavement!* This is commonly known as measuring from the “fence line”. Accessory buildings can be built in the rear yard as shown by the small rectangle in the upper left corner, provided they are **behind** the main structure. Additional zoning regulations are listed by the administrator in the box to the right.
10. **Required Attachments and Additional Documentation Submitted:** Each zoning permit is required to be accompanied by either a major, minor, or normal site plan, depending on the intensity of the land use. The applicant must also provide a filing fee payable to the Henry County Treasurer, proof of sewer permit (if a toilet facility is present on the premises), and an approved access permit (if required) before the zoning permit will be issued. New mailing addresses may be obtained by contacting the E-911 office at (319) 385-2146.
11. **Signature:** The permit must be signed and dated, followed by a printed or typed name.

Questions concerning this form may be directed to:
Joseph Buffington
Henry County Planning & Zoning
County Courthouse (mailing address on reverse side)
(319) 385-0746