

Instructions for filling out a Variance Permit Application

- (1) The landowner(s) must list all the names that are on the abstract for this particular piece of land. This would include husband and wife's names if both are on the abstract plus any other names.
- (2) The parcel number is a 9-digit number found on a tax statement that specially designates a number for this particular parcel of land. It starts with an R and is set up as such; R99.9999.999.
- (3) The legal description is a very detailed description of the boundaries of the parcel of land where an applicant plans to build. This description is found on an abstract or deed or may also be obtained from the County Recorder's Office. This copy should also contain all the names of the landowners who have an interest in this parcel of land.
- (4) The township number is found in a plat book and will be on the tax statement. It is a number that begins with a capital T and ends with a capital N. It will either be T101N, T102N, T103N or T104N. This number is the tier of townships starting at the Iowa border and going north.
- (5) The Range number is also found in a plat book, and will also be on the tax statement. It is a number that starts with a capital R and ends with a capital W. It will either be R08W, R09W, R10W, R11W, R12W, or R13W. The number is the column of townships starting from 08 and going to 13 from east to west.
- (6) The signature block must contain the signatures of all landowners who are listed on the legal description, abstract or deed.