

**261—26.5(403) Variance request procedure.**

**26.5(1)** A municipality may request a variance at any time.

**26.5(2)** Requests for a variance shall be submitted on forms prescribed by the department. Requests for the necessary forms may be submitted in writing to: Bureau of Community Financing, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309. Information and forms may be received by calling the department at (515)242-4825.

**26.5(3)** Department staff will review requests for variance on a case-by-case basis.

**26.5(4)** Each request will be reviewed according to the criteria listed in rule 261—26.6(403).

**26.5(5)** The department may modify the request in order to maximize the level of benefit to low-and moderate-income families, while preserving the financial feasibility of the TIF-supported housing project.

**26.5(6)** The department will issue a decision in a letter to the applicant. If the request is approved, the letter will provide the level of the variance and the conditions for compliance with the variance. If the request is denied, the letter will state reasons for the denial.

**26.5(7)** All requests for variances and related DED file material are available for public inspection. Names of applicants will also be provided to the public upon request.