



## APPLICATION FOR ZONING MAP OR TEXT AMENDMENT

DES MOINES COUNTY, IOWA

APPLICATION #: \_\_\_\_\_ DATE OF SUBMITTAL: \_\_\_\_\_

### PROJECT ADDRESS or LEGAL DESCRIPTION

### TOWNSHIP

*(Concordia, Flint River, Tama, or Union)*

### TYPE OF APPLICANT

Current Owner of Property

Prospective Buyer of Property

Other (please explain): \_\_\_\_\_

### NAME OF APPLICANT

### PHONE NUMBER

### ADDRESS *(Street, City, Zip Code)*

### E-MAIL *(optional)*

### NAME OF OWNER *(if different)*

### PHONE NUMBER

### ADDRESS *(Street, City, Zip Code)*

### E-MAIL *(optional)*

### TYPE OF APPLICANT

Ordinance Text Amendment

Map Amendment (Property Rezoning)

### DESCRIPTION OF REQUESTED TEXT AMENDMENT *(if applicable)*

*\*\* or Attach a separate letter if needed*

**CURRENT ZONING DISTRICT (if applicable)**

A-1    R-1    R-1A    R-2    C-1    I-1    FP Overlay    PUD Overlay

**PROPOSED ZONING DISTRICT**

A-1    R-1    R-1A    R-2    C-1    I-1    FP Overlay    PUD Overlay

**PARCELS INVOLVED (use 10-digit Parcel ID Number)****TOTAL ACREAGE****REASONS FOR REQUESTING ZONING AMENDMENT****\*\* or Attach a separate letter if needed****PLEASE ATTACH THE FOLLOWING**

Site Plan, if applicable (*Please include both existing and proposed buildings.*)  
 Complete, detailed legal description of territory to be rezoned (if applicable)  
 Fee (non-refundable) – **\$200**

**\*\*\*Please make all checks payable to “Des Moines County”.**

An application is hereby made for the approval of a Zoning Amendment. The facts I have presented above are true and correct to the best of my knowledge.

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

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

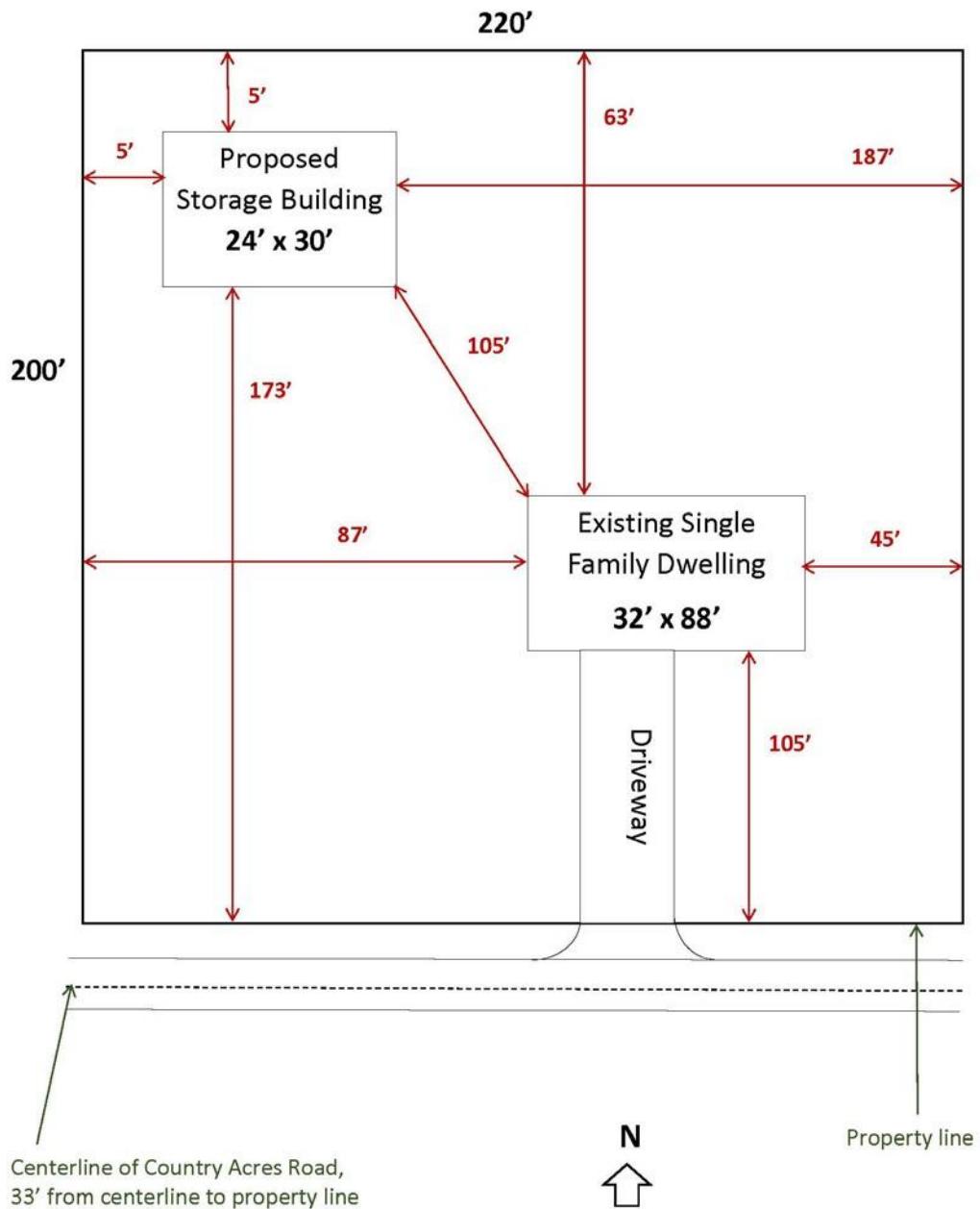
Note: Submittal of an application does not guarantee County approval of a Zoning Amendment.



RETURN COMPLETED FORM TO  
Des Moines County Land Use Administrator  
c/o SEIRPC  
211 North Gear Avenue, Suite 100  
West Burlington, IA 52655

(319) 753-4313 or 753-4321

## EXAMPLE FOR SITE PLAN



### BE SURE TO SHOW THE FOLLOWING ON YOUR SITE PLAN:

- \* All Existing and Proposed Buildings
- \* Dimensions of Property
- \* Setbacks from Property Lines
- \* Distance between Buildings/Structures
- \* Width of Road Right-of-Way
- \* North Arrow

## **ZONING AMENDMENT APPLICATION - INSTRUCTIONS**

### **When is a Zoning Amendment Required?**

An application for a zoning amendment must be made any time you are proposing to use your property for something that is not permitted in the zoning district in which the property lies (ex: apartments, a commercial business).

### **What do I need to know prior to applying for an amendment?**

Prior to making an application for a Zoning Map amendment the following items must be verified:

- That the proposed use is listed as a Permitted Use or Special Permitted Use in the proposed zoning district. If the use is listed as a Special Use, this would require the approval of the Zoning Board of Adjustment, at a separate public hearing from the one addressing the rezoning (either before or after).
- That the subject property meets the minimum lot area requirements for the proposed zoning district.

Prior to making an application for a Zoning Ordinance text amendment the following items must be verified:

- That the proposed language change would allow for your proposed use to be permitted in the district in which your property is currently located.

### **Information Necessary for the Consideration of a Zoning Amendment**

For Map Amendments/Rezonings:

- The current Zoning District classification for the propert(ies) in question, and what District it is proposed to be changed to (i.e. R-2 Multi Family Residential, or C-1 General Commercial).
- A site plan showing the proposed use of existing and proposed buildings on the property, which identifies any uses of the site or a specific building that would be allowed only as a result of the map amendment.
- A complete, precise legal description for the property, which is sufficient to allow the exact boundaries to be identified by a survey). This is different from the standard legal description that is listed for an individual parcel of land on the Des Moines County Assessor website. The services of a surveyor or attorney may be utilized to prepare a complete legal description for the area of land involved.

For Text Amendments:

- A reference to the specific text passage within the ordinance, and how it is proposed to be changed.
- The Zoning District classification for the property involved with the development proposal (to remain the same following the text amendment).
- A site plan showing the proposed use of existing and proposed buildings on the property, which identifies any uses of the site or a specific building that would be allowed only as a result of the text amendment.

### **Next Steps after an Application is Submitted**

1. Once an application has been properly filed with the Office, the request will be placed on the agenda for the next meeting of the County Zoning Commission. In accordance with the Commission's Rules of Procedure, either you or your representative **MUST** be present at this public hearing to present the request to the Commission. A notice will be sent to you by the Administrator apprising you of the date and time of the meeting. The Board of Adjustment has the right to continue the request to subsequent public hearing(s) in order to allow them to tour the site, obtain additional data, etc.

2. Once the Commission has rendered a decision, they will vote to make a recommendation to the Des Moines County Board of Supervisors. The request will then be placed on the agenda for an upcoming meeting of the Board of Supervisors, and the Board will take the Commission's recommendation into consideration when making a final vote on the matter. Since this involves an amendment to a County Ordinance, three readings of the proposed amendment are required, each at separate meetings (although the third reading may be waived by the Board). Both the Commission and the Board have the option to attach specific conditions to a map amendment, which may place additional restrictions on the use of the property, beyond those listed in the Ordinance for that particular Zoning District.
3. If the Board of Supervisors votes to approve the rezoning, the amendment must first be published in a newspaper and recorded by the Des Moines County Recorder's Office, prior to becoming effective.
4. Once an amendment becomes effective, you are still required to submit an application for Zoning or Special Use Permit, prior to constructing any new buildings or changing the current use of the property. Depending on the specific location of the property, and the existing utilities and driveway access serving the property, you may also need to apply for other permits, such as those pertaining to floodplain development, installing a new access from a County Road, or installing a new septic system.