

Form 3: Application for Annexation and Zoning

City of Iowa City Planning & Zoning Commission, (319)356-5230 • www.ICgov.org/PCD

Return Completed Form To: City Clerk, City of Iowa City, 410 E. Washington St., Iowa City, IA 52240

Applicant Information

Applicant

Name _____

Address _____ ZIP _____

Phone _____

email _____

Contact Person (if other than Applicant)

Name _____

Address _____ ZIP _____

Phone _____

email _____

Property Owner (if other than Applicant)

Name _____

Address _____ ZIP _____

Phone _____

email _____

During the review process, City staff and the Planning and Zoning Commission may visit the property. If the property owner does not wish to allow staff or Commission to enter onto the property, please sign here:

The City has a Good Neighbor Policy that encourages applicants to meet with neighbors prior to submitting an application. Copies of the policy are attached to this application form or are available from the Department of Planning and Community Development. Please check one of the following:

- Applicant plans to use the Good Neighbor Policy.
- Applicant chooses not to use the Good Neighbor Policy.

Property Information

Address (if no address list name of closest street)

Assessor's Parcel # _____

Property size _____

Current property zoning _____

Requested zoning _____

Application Requirements Checklist

Please attach the following items. Additional materials may be required during the review process. Failure to submit complete application materials may result in delays in processing, so please use the following checklist to confirm that your application is complete.

1. Legal description of the property (if more than 25 words, deliver or email electronic version to PlanningZoning@iowa-city.org)
2. Location map of the property outlining the area to be rezoned.
3. Neighboring Property Listing of all properties, within 300' of parcel, to be submitted as an Excel file to PlanningZoning@iowa-city.org, that includes all of the following information:
 - All Property Addresses (including Multi-Residential unit numbers)
 - Property Class
 - Parcel Numbers
 - Mailing Names
 - Mailing Addresses 1 / Mailing Addresses 2
 - Mailing Cities
 - Mailing Zip Codes

Property Owner information may be obtained from the Johnson Co. Auditor's Office or at <http://iowacity.iowaassessors.com/search.php>. **Note:** Unit numbers MUST be included for all multi-residential parcels.

4. Application fee
5. Applicant's statement as to why the zoning change is warranted, considering factors such as compatibility with surrounding development, adequacy of public infrastructure and facilities, and compliance with the Comprehensive Plan. (attach extra pages if necessary)

FOR STAFF USE: Date submitted _____

Case # _____

\$ _____ fee paid on _____ (date)

Application received by _____

- Copy to App.
- Copy to NDS
- Original to City Clerk