

Form 8: Application for Comprehensive Plan Amendment

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.

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. Location map and general description of the area for which the change is requested. The applicant may use copies of the Comprehensive Plan maps or District Plan maps to illustrate the changes proposed.
2. If the requested change is to the text of the Comprehensive Plan, please provide the name of the Comprehensive Plan or District Plan and a copy of the text that is proposed to be changed.
3. Application fee
4. Applicant's statement providing evidence that the proposed change to the Comprehensive Plan meets the following approval criteria:
 - a. Circumstances have changed and/or additional information or factors have come to light such that the proposed amendment is in the public interest.
 - b. The proposed amendment will be compatible with other policies or provisions of the Comprehensive Plan, including any District Plans or other amendments thereto.
5. 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 iowacity.iowaassessors.com/search.php. **Note:** Unit numbers MUST be included for all Multi-Residential Parcels.

FOR STAFF USE: Date submitted _____

Case # _____

\$ _____ fee paid on _____ (date)

Application received by _____

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