

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



CITY OF IOWA CITY

410 East Washington Street
Iowa City, Iowa 52240-1826
(319) 356-5000
(319) 356-5009 FAX
www.icgov.org

Dear Applicant:

It is the goal of the Department of Neighborhood & Development Services to provide adequate public notification for development items. Following is a list of required items to include with your rezoning, subdivision, OPD, special exception, or variance applications. It is important to conform to these requests to prevent any delays in the process.

A list of addresses must accompany every application for rezoning, subdivision, special exceptions and variances. This list must include all property addresses and the name and address of all property owners within 300' of the proposed site, including public ways. This list must be submitted with the information noted on the application form as an excel file. Property and address information is available at the Johnson County Auditor's Office located at 913 S. Dubuque Street.

Planning staff will post a sign at the time an application is filed. The sign must remain until the application is approved or denied. Larger sites will require one sign for every 200' of frontage on each street adjacent to the site. These signs will contain general information regarding the application and will provide a phone number for persons to contact Planning staff with questions regarding the application.

Planning staff will be responsible for removing the signs. If the applicant notices the sign has been removed or damaged between the time of application and final approval or denial of the request, the City of Iowa City Planning staff should be notified.

A copy of the Iowa City's GOOD NEIGHBORHOOD POLICY will be provided to every applicant at the time of application. This policy has been developed to help create more opportunities for early and more effective citizen participation in both major and minor projects and encourages an applicant's participation beyond current legal requirements for notification.

If you have any additional comments or concerns about these changes, please contact our department at 356-5230.

Sincerely,

Janet Dvorsky, Administrative Secretary
Department of Neighborhood & Development Services

Example of Property Listing within 300 feet

Please note:

For Multi-Residential (M) properties the individual unit addresses must be included.

For Commercial (C) properties the business name must be included.

Parcel Number	Mailing Name	Mailing Address2	Mailing City	Mailing Zip Code	Property Class	Property Address
1002003000	JOHN & JANE SMITH	410 1ST AVENUE	IOWA CITY, IA	52240	R	410 1ST AVENUE
1004005000	ABC PROPERTIES LLC	140 SEASONS STREET	IOWA CITY, IA	52240	M	309 N IOWA STREET
	RESIDENT	309 N IOWA STREET UNIT 1	IOWA CITY, IA	52245		
	RESIDENT	309 N IOWA STREET UNIT 2	IOWA CITY, IA	52245		
	RESIDENT	309 N IOWA STREET UNIT 3	IOWA CITY, IA	52245		
1006007000	XYZ HOLDING LLC	104 SUNSHINE AVENUE	SUNSET, AK	42250	C	208 PARKSIDE STREET
	THE ROSE GARDEN	208 PARKSIDE STREET	IOWA CITY, IA	52246		

Zoning is the tool by which local government can control urban form by specifying the building use, size, and placement on a property. A rezoning is a process that changes the zoning of a property or group of properties. The City Council makes land-use and zoning decisions for Iowa City after receiving a recommendation from the Planning and Zoning Commission.

What happens in the rezoning process?

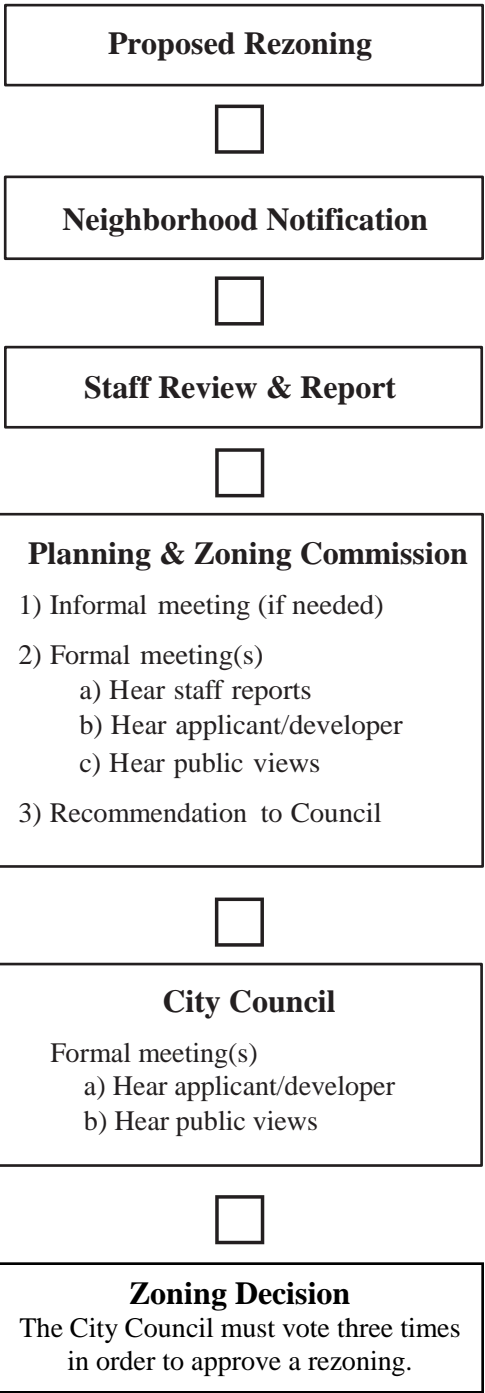
A change in zoning will typically affect the density, intensity, or permitted use of a property. The City’s Comprehensive Plan, compatibility with surrounding zones, and adequacy of city infrastructure and services are all factors considered in determining if a rezoning is appropriate.

Public input is important in this process, so with any request for a rezoning, the public is notified by a number of means. When a rezoning application has been submitted, City staff sends notification by letter to all the residents and owners of property located within three hundred (300) feet of the boundaries of the proposed rezoning site. This notice includes information about the request, a City staff contact (name, phone, and email), and the tentative date and location of the Planning and Zoning Commission meeting. A sign is also posted on the property advising the public that a rezoning has been applied for.

Planning and Zoning Commission

The Planning and Zoning Commission reviews applications and staff evaluation/ recommendations for rezoning, street vacations, annexations, and subdivision development; hears opinions from both the general public and property owners affected; and makes recommendations to the City Council. In addition, the Commission makes recommendations on Comprehensive Plan amendments and District Plans. The formal

The Zoning Process



Planning and Zoning meetings are held on the first and third Thursday of each month at 7:00 p.m. in Emma J. Harvat Hall in City Hall.

Work sessions are sometimes held the Monday before the formal Planning and Zoning meetings. The work sessions are a time for Planning and Zoning Commission members to share information and discuss items of business. While the work sessions are open to the public, they are not a time for citizen input. The number of Planning and Zoning meetings where a rezoning is discussed depends upon the complexity of the issues involved.

City Council

The City Council makes final decisions on applications for rezoning, street vacations, annexations, and subdivision development, and the adoption of planning documents. Before making that decision, however, the Council reviews the recommendation from the Planning and Zoning Commission and hears opinions from both the general public and property owners affected.

The formal City Council meetings are typically held on the first and third Tuesday of each month at 7:00 p.m. at the Emma J. Harvat Hall in City Hall, 410 East Washington Street.

How can I participate in the process?

Public input is important in order for the Planning and Zoning Commission and the City Council to completely understand the issues related to a rezoning request. You can provide comments orally (in person at the formal meetings) or in writing.

Written comments for the Planning and Zoning Commission should be received by the Department of Neighborhood & Development Services no later than Thursday seven days prior to the commission meeting to ensure that they are included in the packet of information. To contact the Planning and Zoning Commission, send an email to planningzoning@iowa-city.org or send a letter addressed to the Commission at 410 East Washington Street, Iowa City IA 52240.

Written correspondence for the City Council must be received by the City Clerk's office by the Wednesday prior to the formal meeting in order to be included in the council packet. To contact the City Council, send an email to council@iowa-city.org or send a letter addressed to the council at 410 East Washington Street, Iowa City IA 52240.

All correspondence submitted after the deadlines listed above will be hand-distributed to the Commission or Council.

Protest of Rezoning

Under Iowa law, if the owners of 20 percent or more of the area located within 200 feet of the proposed rezoning oppose it, the zone change may only occur with a $\frac{3}{4}$ vote (6 out of the 7 members) by City Council. It is necessary to submit a written protest petition to the City **no later than the closing of the public hearing before the City Council**. Petition forms may be obtained at the Office of the City Clerk, City Hall, at 410 East Washington Street.

Petitions should include:

- Notarized signatures and addresses of the protesting property owners.
- Specific objections to the proposed rezoning may be attached to the petition in a separate letter.

Who can sign the petition?

- Property owners within 200 feet of the subject property (An owner list is available at the Department of Neighborhood & Development Services).
- Other concerned citizens can sign a petition, but their names should be submitted separately.

How is the petition filed?

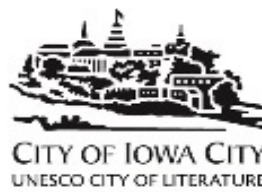
- The petition must be filed with the City Clerk no later than the Wednesday before the public hearing for inclusion in the City Council packet, or the petition may be presented at the hearing itself.

Stay Informed

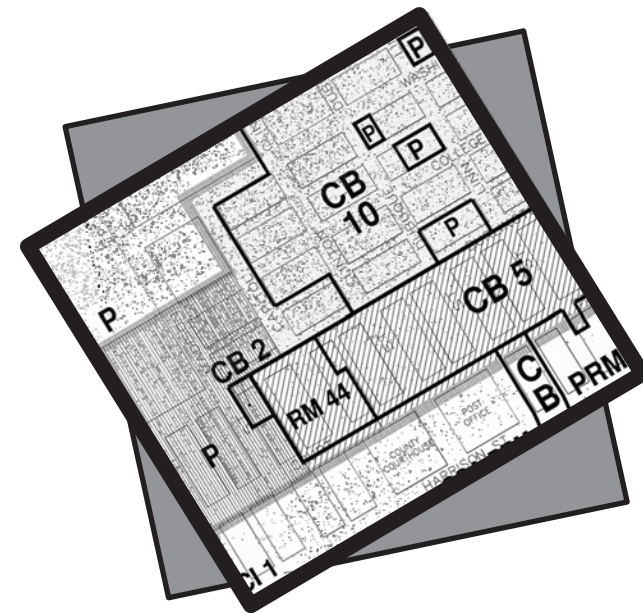
You can view agendas of all of the City's Boards and Commissions and City Council at icgov.org. To receive notification when new agendas are posted on the website visit www.iowa-city.org/icgov/apps/subscribe/.

For more information on urban planning visit: www.icgov.org/urbanplanning

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Citizen's Guide to the Rezoning Process



Understanding and Participating in the Process

*City of Iowa City
Neighborhood & Development Services
356-5230*

History and Background

Iowa City's Good Neighbor Program is part of an effort to make the development process run more smoothly between property owners and developers who seek zoning and related changes, and the neighborhoods that may be affected by those changes. The Good Neighbor Program is not a requirement, but rather a recommended approach that encourages proactive dialogue between property owners, developers, and neighbors that may help identify and resolve issues before the project is reviewed by the Planning and Zoning Commission or the Board of Adjustment.

For minor projects, such as a yard setback reduction, the approach may be as simple as knocking on neighbors' doors to discuss the proposed project with them. For a rezoning or subdivision, it may be appropriate to hold a neighborhood meeting or open house to present the project and invite questions and comments from your neighbors.

While the Good Neighbor Program does not guarantee specific outcomes, answering neighbors' questions and hearing their concerns or suggestions may provide the opportunity to developers/applicants to address concerns or objections before the project is reviewed in a public forum. This can minimize controversy and delays when a project is reviewed by the Board of Adjustment, Planning and Zoning Commission, or the City Council.

Helpful Tips for a Good Neighbor Meeting

▼ ***What information can you provide that neighbors will find useful?***

- Background information including a description of your project and the public process it must go through.
- Site plans, elevations, models, aerial photos, drawings, etc. This will help them visualize the changes you wish to make.
- Information or other resources that discuss the zoning or land development process. The Neighborhood Outreach Coordinator can provide you with this information or is available at www.icgov.org/goodneighbor

▼ ***View it from their perspective: How will neighbors see your project?***

- Put yourself in the place of the people who surround your property. Will they view your project as an enhancement or unexpected change?
- How might your project impact traffic or pedestrian safety in the area?
- Does your project enhance or complement existing

neighborhood character or does it contrast with what surrounds it?

- Will your project alter the natural landscape, impact views, etc.?
- Might your project reduce the sense of privacy for a neighboring property owner?

▼ ***Ways to respond to concerns***

- Listen and be respectful—give people the chance to be heard.
- Focus on identifying problems. This meeting is a chance for you to gather input that may be useful to you in getting your project through the review process. The issues that your neighbors raise are often the same issues that may be raised by the Planning and Zoning Commission or the Board of Adjustment.
- Be open to options that could be reasonable or affordable ways to alleviate or address problems.
- Resolving problems at the meeting is not necessary, but it may be helpful to identify areas where there is some flexibility in your plans.
- Know that you won't necessarily be able to please everyone, but that you are providing an opportunity for dialogue. The neighbors will appreciate your effort and the opportunity to share their views.

*Good Neighbor meetings are NOT required as part of the review process in Iowa City but they are strongly encouraged in most instances. If you state that you will or have participated in the program, **the following steps must be followed by the applicant:***

- **Meeting facilities located as close to the subject property and neighbors as possible.** The Neighborhood Outreach Coordinator can make suggestions and final arrangements in most cases.
- **Good Neighbor meeting notice reviewed by City staff prior to distribution.** The Neighborhood Outreach Coordinator will ensure that it is reviewed/approved and be responsible for sending it on to representatives of impacted neighborhood associations for their distribution.
- **Meeting notice sent by applicant to all property owners within 300' of the subject property by applicant and sent out not less than 7 days prior to Good Neighbor meeting date.**
- **Good Neighbor Meeting occurs no less than 7 days prior to the scheduled board/commission meeting** to enable adequate time to provide input.
- **Good Neighbor meeting attended by a City staff representative if necessary.** Staff will be available as a resource to respond to questions related to process, schedule, and zoning, etc. Staff can be arranged by the Neighborhood Outreach Coordinator.
- **Summary Report for Good Neighbor Meeting completed by applicant and submitted prior to board/commission review.** A fill-in form of the Summary Report is available at www.icgov.org/goodneighbor.



Neighborhood and
Development Services
410 E. Washington Street
Iowa City, IA 52240

Phone: 319-356-5230
Fax: 319-356-5217

Good Neighbor Program

www.icgov.org/goodneighbor

City of Iowa City
Neighborhood and
Development Services

The Office of Neighborhood Outreach is available to assist with the Good Neighbor Program by arranging meeting rooms, providing sample meeting notices, notifying neighborhood association contacts, and other information and advice.

Contact Marcia Bollinger, Neighborhood Outreach Coordinator

Phone: 319-356-5237

E-mail: Marcia-Bollinger@iowa-city.org

2017 FEES FOR REVIEW OF APPLICATIONS

City of Iowa City
Planning & Zoning Commission
and
Board of Adjustment

<u>TYPE</u>	<u>FEE</u>
Subdivision	
Preliminary (Minor)	\$745
Preliminary (Major)	\$745 + \$20 per lot
Final	\$745
Combination: Preliminary/Final	\$815 + \$20 per lot
Planned Area Development (OPD)	
Preliminary	\$745 + \$20 per lot
Final administrative review Submit to Development Services – 2 nd Floor City Hall	\$275
Combination: OPD and Subdivision	
Preliminary	\$745 + \$20 per lot
Final	\$745
Combination: Preliminary/Final	\$815 + \$20 per lot
Rezoning	\$515
Comprehensive Plan Amendment	\$515
Voluntary Annexation	\$515
Street or Alley Vacation	\$215
Variance	\$435
Special Exception	\$435
Other BOA actions	\$435
Combination BOA actions	\$515

Submit completed form(s) and payment to City Clerk, 410 E Washington Street.

*These fees will be updated in February 2018 to reflect changes in the rate of inflation.

CITY OF IOWA CITY
Planning and Zoning Commission
2017 Application Deadline

APPLICATION DEADLINE

December 15
December 29

January 12
January 26

February 9
February 23

March 16
March 30

April 13
April 27

May 11
May 25

June 15
June 29

July 13
July 27

August 17
August 31

September 14
September 28

October 12
October 26

November 16
November 30

December 14
December 28

January 11, 2018
January 25, 2018

February 8, 2018
February 22, 2018

FORMAL MEETING

January 5 or January 19
January 19 or February 2

February 2 or February 16
February 16 or March 2

March 2 or March 16
March 16 or April 6

April 6 or April 20
April 20 or May 4

May 4 or May 18
May 18 or June 1

June 1 or June 15
June 15 or July 6

July 6 or July 20
July 20 or August 3

August 3 or August 17
August 17 or September 7

September 7 or September 21
September 21 or October 5

October 5 or October 19
October 19 or November 2

November 2 or November 16
November 16 or December 7

December 7 or December 21
December 21 or January 4, 2018

January 4 or January 18, 2018
January 18 or February 1, 2018

February 1 or February 15, 2018
February 15 or March 1, 2018

March 1 or March 15, 2018
March 15 or April 5, 2018

Submit Application by Noon to:
City Clerk's Office, City Hall, 410 E. Washington Street, Iowa City

Meeting time and location

Planning and Zoning formal meetings are scheduled for the first and third Thursday of every month at 7 p.m. in Emma Harvat Hall, City Hall, 410 East Washington Street. (If needed, Planning and Zoning informal meetings are held at 5:15 p.m. on the Monday preceding each formal meeting.) Attendees are advised to check the meeting agenda at www.icgov.org/p&z or contact the Department of Development Services at 319-356-5230 for any possible changes.

For more information contact Bob Miklo at 319-356-5240 or bob-miklo@iowa-city.org.