

# Form 5: Application for Subdivision - Preliminary Plat

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

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.  13 full-size copies and one 8.5x11" copy of preliminary plat, which shall be drawn to the scale of 1"=50'; UNLESS the resultant drawing would be larger than 24"x3", then the plat shall be submitted at a scale of 1"=100'. The plat must show:

- a. Location map of the property showing the subdivision name and an outline of the area to be subdivided.
  - b. Legal description (if more than 25 words, deliver or email electronic version to [PlanningZoning@iowa-city.org](mailto:PlanningZoning@iowa-city.org)).
  - c. Acreage and name of proposed subdivision.
  - d. Name and address of owner, and person(s) who prepared the plat, owner's attorney, representative, or agent, if any, and date prepared.
  - e. North point and graphic scale.
  - f. Contours at 5' intervals or less.
  - g. Locations of existing lot lines, streets, public utilities, water mains, sanitary sewers, storm sewers, drain pipes, culverts, watercourses, bridges, railroads, buildings, Storm water detention facilities, and any other public improvements in the proposed subdivision.
  - h. Existing streets and utilities on adjoining properties.
  - i. A cross-section of the proposed streets and alleys showing the roadway locations, the type of curb and gutter, the paving and sidewalks to be installed.
  - j. The layout of proposed water mains and sanitary sewers.
  - k. The drainage of the land, including proposed storm sewers, ditches, swales, culverts, bridges, storm water management facilities, and other structures.
  - l. A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat
2.  A grading plan pursuant to the Grading Ordinance.
  3.  Plans and proposed methods for the prevention and control of soil erosion pursuant to the City requirements
  4.  For properties containing regulated sensitive lands or features as specified in Article 14-51 of the City Code, a Sensitive Areas Development Plan must be submitted pursuant to City requirements.
  5.  Neighboring Property Listing of all properties, within 300' of parcel, to be submitted as an Excel file to [PlanningZoning@iowa-city.org](mailto: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.

6.  Application fee

**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](http://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



## 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](http://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](http://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](http://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](mailto:Marcia-Bollinger@iowa-city.org)

# 2017 FEES FOR REVIEW OF APPLICATIONS

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

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