Annexation Application Guide

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 application. For your application to be considered complete, you must provide responses to all required information. Failure to provide this information may delay the hearing date for your application. If you have any comments, questions, or concerns, please contact our department at 319-356-5230.

Locations Tab

Add Location:
Add the location of where the proposed project will occur. You may search for the location by parcel number or project address using the address number and street name only. You can find parcel numbers using the Johnson County Property Information Viewer at https://gis.johnson-county.com/piv/. Newly created lots will be assigned an address shortly after subdivisions are recorded.

Type Tab

Description:
Please describe the annexation request. (Example: general location, current ownership or anticipated change in ownership, potential future use if known). Tip: A pre-application application meeting is recommended. Please contact Urban Planning staff for assistance in creating this request. Tip: A rezoning application is also required at the same time as an annexation request.

Contacts Tab

Add Contacts:
Add required contacts, including the applicant, property owner, and contact person, or any other relevant persons. Make sure contact information is current for each contact. When entering a name, try not to create duplicate copies of the same contact by searching the existing list first.

More Info Tab

Did you hold a Good Neighbor Meeting?
Iowa City's Good Neighbor Policy was developed to create more opportunities for early and effective citizen participation in projects and to encourage applicant participation beyond current legal requirements for notification. Good Neighbor meetings are NOT required as part of the review process but are strongly encouraged in most instances. The Neighborhood Outreach Coordinator is available to assist by arranging meeting rooms, coordinating City staff attendance, providing sample meeting notices, notifying neighborhood association contacts, and providing other information and advice. Contact by phone at 319-356-5230 or by email at Marcia-Bollinger@iowa-city.org.

To participate in the program, the applicant must complete the following steps:

- Hold a Good Neighbor Meeting no less than 7 days prior to the scheduled board meeting to provide adequate time for input. Meeting facilities shall be as close to the subject property and neighbors as possible. A City staff representative must be in attendance, if necessary, to act as a resource and to respond to questions related to process, schedule, and zoning, etc.
- Send out a Good Neighbor meeting notice to all property owners within 300' of the subject property not less than 7 days prior to Good Neighbor meeting date. The notice must be approved by City staff prior to distribution.
- Complete a Summary Report for the Good Neighbor Meeting and submit prior to board review. A fill-in form of the Summary Report is available at www.icgov.org/goodneighbor.

If you followed these steps and held a Good Neighbor Meeting, please attach Summary Report to the attachments section of this application. Learn more about the program by contacting the Neighborhood Outreach Coordinator or by visiting icgov.org/goodneighbor.

Is the City permitted to enter the site?
During the review process, City staff and the Planning and Zoning Commission may visit the property. Please note here if the property owner wishes or does not wish to allow staff or Commission to enter onto the property.

Has a pre-application meeting been held?
A pre-application meeting and/or consultation with City Planning staff is strongly recommended to provide a full understanding of the process and related requirements, including ensuring that your application addresses all applicable criteria.

Attachments Tab
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.

Location Map
Location map of the property outlining the area to be annexed.

Legal Description of Property
Attach a document containing a clear and legible legal description of the property. You can find the legal description and parcel number for your property by doing a parcel search for your address on the Assessor's website at www.iowacity.iowaassessors.com or by calling 319-356-6066.

Neighboring Property Listing
Attach an Excel or Excel-compatible document listing the following information for record owners of all property located within 300 feet of the exterior limits of the property involved in this application, including public ways:
- Property Addresses (including Multi-Residential unit numbers)
- Property Class
- Parcel Numbers
- Mailing Names

- Mailing Addresses 1 / Mailing Addresses 2
- Mailing Cities
- Mailing Zip Codes

This information is available at the City Assessors Office or the Johnson County Auditor's Office located at 913 S. Dubuque Street, or can be obtained from the Johnson County Property Information Viewer or http://iowacity.iowaassessors.com/search.php. Note: Unit numbers MUST be included for all Multi-Residential Parcels.

Applicant's Statement

Attach a statement as to why the annexation and zoning change is warranted, considering factors such as compatibility with surrounding development, adequacy of public infrastructure and facilities, and compliance with the Comprehensive Plan.

Review and Submit Tab

Make sure all the information is accurate and current. Staff will review the application for completion, after which they will contact you with the date your application will be considered by the Planning and Zoning Commission. Additional questions can be directed to planningzoning@iowa-city.org or by phone at 319-356-5230.