



## **Zoning Code Amendment (Rezoning) 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 (Optional for Zoning Code Amendment Applications):**

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.johnsoncountyiowa.gov/piv/>. Newly created lots will be assigned an address shortly after subdivisions are recorded.

### **Type Tab**

#### **Description:**

Please describe the zoning code amendment (rezoning) request. (Example: Requesting change in allowable height). Tip: A pre-application application meeting is recommended. Please contact Urban Planning staff for assistance in creating this request.

### **Contacts Tab**

#### **Add Contacts:**

Add required contacts, including the applicant 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**

#### **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 any additional items that might be necessary to supplement your application. Additional materials may be required during the review process.



### **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 emailed to [planningzoning@iowa-city.org](mailto:planningzoning@iowa-city.org) or by phone at 319-356-5230.