

Comprehensive Plan Amendment and Rezoning Application



A submittal is only a request to have the Comprehensive Plan amendment and/or Zoning Map change reviewed at a public hearing before the Zoning Commission. The Zoning Commission reviews the requested Comprehensive Plan amendment and/or Zoning Map change at a public hearing making a recommendation based on a staff report, applicant presentation, as well as public input. The Zoning Commission recommendation is considered by the Board of Supervisors at a public hearing on the request. Notice of each public hearing is published in the official county newspapers and individual notice will be mailed to all property owners located within 500 feet of the subject property. Requests that are denied shall not come back to the Board of Supervisors for one year. Refunds will not be made once notice has been sent out to adjacent property owners.

Please complete the entire application, submit with fee and review the criteria on page 3.

The undersigned request that the Zoning Commission consider this reclassification.

- | | |
|---|--|
| 1. _____
Current Future Land Use
Classification | 2. _____
Proposed Future Land Use
Classification |
| 3. _____
Current Zoning District | 4. _____
Proposed Zoning District |

(time stamp)
Official Use Only

5. Subject Property Address: _____

6. District and Parcel Number: _____

7. Subject Property Legal Description (attach if necessary):

8. Applicant(s) Information:

_____	_____	_____
Applicant (Print Name)	Signature	date

_____	_____
Interest in Property (owner, renter, perspective buyer, etc.)	Email

_____	_____	_____
Address, City, State and Zip	Phone	Fax

10. Applicant(s) Representative:

If the appeal is going to be represented by someone other than the applicant please provide that information below:

_____	_____
Applicant Representative (Print Name)	Firm or Business Name

Address, City, State and Zip

_____	_____	_____
Email	Phone	Fax

11. Property Owner Consent:

The application must be signed by all the Titleholders, Contract Purchasers, or Option Purchasers of the subject property. The application may also be signed by the Registered Agent for a corporation or other person with similar legal authority to sign for a property owner. (if additional signatures are needed please attach)

(Print Name)	Signature	date
(Print Name)	Signature	date
(Print Name)	Signature	date
(Print Name)	Signature	date

12. Written description:

Please provide a written description providing specific detail and reasons for the proposed request. (Attach if necessary)
 Optionally attach any additional information including concept plans for the proposed development or use.

Return completed forms to: Polk County Public Works
 Planning & Development Division
 5885 NE 14th Street
 Des Moines, IA 50313
 Phone (515) 286-3705

▪ Email: PublicWorks@polkcountyiowa.gov

**A completed application with required information and filing fee must be submitted.
 Incomplete submittals will not be processed and will be returned to the Applicant.**

OFFICIAL USE ONLY			
Date Received		Received by	
P&Z meeting date		BOS meeting date	
BOS Approved	Y / N	Effective date	

Evaluation Criteria

The following criteria are used to evaluate a Comprehensive Plan Amendment and Rezoning requests. The written description on page 2 or attached should address as many of the below criteria as possible.

Comprehensive Plan Amendment

The Polk County 2030 Comprehensive Plan lists specific issues which must be addressed prior to amending the plan. Those seeking changes must convince the County that a real and immediate need for change exists. Each amendment request will be evaluated based on the magnitude of the proposed revision, its relationship to the Vision and Goals statements, and the nature of the changing circumstances that have resulted in the request. Proposed changes in the land use should also be evaluated in relation to their impacts on the following:

- 1) Public facilities and services, such as transportation, sewers, water supply, schools and public safety.
- 2) Surrounding properties and neighborhood character.
- 3) Productive farmland and on going agricultural operations.
- 4) Natural resources and open space; historic buildings or structures.
- 5) Proximity to adjacent City plans.

Changes may also be needed to correct errors, meet regional goals, or refine the plan based on more recent specific area or corridor plans.

Rezoning (Zoning Map Amendment)

The Zoning Map may be amended to bring it into conformance with the Comprehensive Plan when the Comprehensive Plan is amended. If the Comprehensive Plan does not merit an amendment, then there shall not be an amendment to the Zoning Map.

One of the following reasons must be demonstrated for approval of a rezoning.

- 1) The Comprehensive Plan has been amended and the Zoning Map needs to be brought into conformance with the revised Plan.
- 2) A mistake was made in the original map. That is to say, an area is, and has been, developing in a manner and purpose different from that for which it was mapped. Since the County may have intended to stop an undesirable land use pattern from spreading, it must be demonstrated that the circumstance is not intentional.
- 3) Changing conditions, such as new roads or utility lines, makes another location more favorable for development than the location originally planned.
- 4) Growth rates have changed, thereby increasing the need for development in the County.