Change of Use Permit Application

All property or portion of a property that changes or converts uses to a different use requires a Change of Use Permit. The request for Change of Use shall show that the property or the affected part thereof, is in conformity with the provisions of the Zoning Ordinance. The Zoning Administrator will issue the appropriate Change of Use certificate if all of the provisions of this Zoning Ordinance have been met. The Zoning Administrator will withhold Change of Use certificate if the requirements of the Zoning Ordinance have not been met or if violations are present during a required site inspection of the property.

Please complete the entire application and submit with the required documentation and fee.

(time stamp)
Official Use Only

1. Applicant Information

Applicant (Print Name) _____ Phone _____ Fax _____

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

Address, City, State and Zip _____

Email _____

2. Subject Property Information

Property Address _____ Zoning District _____

District and Parcel Number _____

Legal Description (attach if necessary)

_____

_____

_____

Current Use _____ Previous Business Name, if applicable _____

Proposed Use _____ New Business Name, if applicable _____

3. Property Owner Consent

The application must be signed by all the Titleholders, Contract Purchasers, Option Purchasers and other persons with similar legal interest in the above described property. (if additional signatures are needed please attach)

(Signature) _____ Date _____ (Signature) _____ Date _____

Print Name _____ Print Name _____

4. Filing Fee: $75.00

5. Required Documentation (include with submittal)

A. Diagram (initial submittal may be a scaled drawing of site including all existing site improvements including buildings, paving, septic location, entrance, streets, landscaping, stormwater detention facilities, etc. Upon review of diagram or if site improvements are required an Iowa licensed engineer certified site plan drawing may be required).

B. A scaled floor plan drawing of interior use of the building. Upon review of plans an architect or engineer stamped plans may be required prior to building permits being issued for the project.

C. Written description providing specific detail and reasons for the proposed change of use (Type of business and business activities (vehicle repair, warehousing, manufacturing), % of square footage of the site or building for proposed use, # of employees, # of shipments each day, etc.)

_____
_____
_____
_____
_____
_____
_____
_____

D. Detailed statement of proposed improvements

_____
_____
_____
_____
_____
_____

E. Certification

I hereby certify that I have read and examined this application and know the same to be true and correct.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Polk County to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this request.

I owner/applicant understand that this application must be reviewed by the Zoning Administrator, and I may not occupy the premises until the permit has been issued. If site improvements are required, I understand that those improvements must be completed prior to occupying the property.

I also understand that any violation of any of the above provisions may bring legal action against me by Polk County.

_____ _____
Signature of Applicant Date

A completed application with required documentation and filing fee must be submitted.
Incomplete submittals will not be processed.

Return form to: Polk County Public Works, Planning & Development Division
5885 NE 14th Street, Des Moines, IA 50313
▪ Phone (515) 286-3705 ▪ Fax (515) 286-3437 ▪ Forms available online http://www.polkcountyiowa.gov/PublicWorks/

OFFICIAL USE ONLY			
Received by		Date Received	
Site improvements required	Y / N	Site Plan Required	Y / N
Improvements completed	Y / N	Site Plan approved	Y / N
Change of Use Approved	Y / N		