

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 ▪ Fax (515) 286-3437 ▪
Forms and calendar available online <http://www.polkcountyiowa.gov/PublicWorks/>

**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.