



# Zoning Map Amendment Application

Pottawattamie County  
Planning & Development Department

1. **WHEN IS A ZONING MAP AMENDMENT REQUIRED?** An application for a zoning map amendment must be made any time you propose a use of your property which is not permitted in the zoning district in which your property lies.
2. **WHO CAN INITIATE AN APPLICATION FOR A ZONING MAP AMENDMENT?** An amendment to the Official Zoning Map may be initiated by action of the County Board, Commission or Board; or by application of an owner of property to be changed or affected by the proposed amendment; or by an application signed by owners of 50% of all property lying within the area proposed to be changed and also signed by the owners of 50% of all property lying within 500' of any part of the area proposed to be changed. A legal option holder to a property may also make application for an amendment.
3. Prior to making an application for a zoning map amendment to the following items must be verified.
  - A. That the proposed use is listed as a principal or conditional use in the proposed zoning district. If the use is listed as a conditional use it is recommended that the application for conditional use permit accompany the application for a zoning map amendment.
  - B. That the subject property meets the minimum lot area requirements for the proposed zoning district.
4. An application for a zoning map amendment shall be forwarded to the Office of Planning and Development, as follows:
  - A. An application form, as provided by the Office, completed by the applicant, containing or accompanied with the following information:
    - a. Data and information as may be prescribed by the Commission to assure the fullest practicable presentation of facts for the permanent record;
    - b. The legal description of the property for which the change is requested;
    - c. The existing zoning classifications and the proposed zoning classification;
    - d. A statement giving the names and addresses of the owners of property lying within the area proposed to be changed who are not part of the application;
    - e. A rezoning plat showing the existing and proposed improvements to the property.
    - f. A \$400.00 filing fee, which is non-refundable.
5. Once an application has been properly filed with the Office it will be placed on the agenda for the next regularly scheduled meeting of the Planning and Zoning Commission. The deadline for filing an application is generally one month before the scheduled meeting. The Commission meets once a month, with their meetings generally scheduled for 5:30 P.M. on the third Monday of the month. In

accordance with the Commission's Rules of Procedure, either the applicant and/or his representative **MUST** be present at this public hearing to present the request to the Commission. A notice will be sent to you by the Office apprising you of the date and time of the meeting. The Commission will conduct their public hearing and can render a recommendation to the County Board of Supervisors that the request be approved or denied. The Commission has the right to continue the request to subsequent public hearing(s) in order to allow them to tour the site, obtain additional data, etc.

6. Once the Commission has rendered a recommendation, the request is automatically placed on the agenda of the Board of Supervisors. In order to allow for proper legal notice, this meeting is generally scheduled for one month after the date when the commission makes their recommendation.

Refer to Meeting Schedule for date. The Board of Supervisors asks that the applicant and/or his representative be present at their public hearing to present the request to the Board. The Board has the right to continue the request, to subsequent public hearing(s) in order to allow them to tour the site, obtain additional data, etc.

7. Because a zoning map amendment must take place through the approval of an ordinance, it is generally necessary that the Board of Supervisors conduct a public hearing (first consideration) and a public meeting(s) (second and subsequent considerations). Second consideration is generally scheduled for the week following the first consideration; however, can be set for any date desired by the Board. If an ordinance is adopted to rezone the property, the rezoning does not become effective until the ordinance is published and recorded, as required by law. This publication and recording is done by the Office of Planning and Development. You will receive a copy of the recorded ordinance.
8. If the rezoning is approved and any type of construction is proposed, the application must make application for a zoning permit prior to commencing any excavating, erecting, constructing, reconstructing, enlarging, altering or moving of any building or structure. Applications for an onsite wastewater treatment and disposal system, private water well permit and floodplain development permit may also be required. Applications for these permits must accompany the application for zoning permit.
9. If you have any questions regarding this application, please do not hesitate to contact Matt Wyant, Director, Planning and Development, at 712-328-5792.

**NOTE: The data contained in this document is for reference purposes only. For the specific regulations, you should refer to the Pottawattamie County, Iowa, Zoning Ordinance. Data contained in this document is subject to change without further notice to recipients of this document.**

**POTTAWATTAMIE COUNTY PLANNING AND DEVELOPMENT  
223 SOUTH 6<sup>TH</sup> STREET  
COUNCIL BLUFFS, IA 51501-4245  
712-328-5792**

# Sample Site Plan



## POTTAWATTAMIE COUNTY, IOWA ZONING MAP AMENDMENT APPLICATION

<b>PROPERTY OWNER</b>	Name				
	Mailing Address	Street		City, State, Zip	
	Contact Information	Email <input type="checkbox"/>		Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>	
	<input checked="" type="checkbox"/> Best Way to Contact				
<b>APPLICANT</b> <small>(if other than property owner)</small>	Name		Status		<input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Owner's Authorized Agent <input type="checkbox"/> Legal Option Holder
	Mailing Address	Street		City, St, Zip	
	Contact Information	Email <input type="checkbox"/>		Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>	
	<input checked="" type="checkbox"/> Best Way to Contact				
<b>REPRESENTED BY</b>	Name				
	Mailing Address	Street		City, St, Zip	
	Contact Information	Email <input type="checkbox"/>		Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>	
	<input checked="" type="checkbox"/> Best Way to Contact				
<b>PROPERTY INFORMATION</b>	Job Site Address	<input type="checkbox"/> Same as above #1 <input type="checkbox"/> To be assigned by Planning Dept.			
	Civil Township				
	Legal Description	<input type="checkbox"/> Per Attachment			
	Parcel Number				
		Use	Zoning	Land Use Designation	
	Current				
	Proposed				
	Floodplain Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, subject to Flood Plain Regulations.		

### ATTACHMENTS

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

- |                                                                                  |                          |                          |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|
|                                                                                  | Attached                 | NA                       |
| A. Rezoning Plat, Drawn to Scale                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Information Pertinent to the Request                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Filing Fee-Checks are to be made payable to "Pottawattamie County Treasurer". | <input type="checkbox"/> | <input type="checkbox"/> |

Please make be certain that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted.

### SIGNATURE

<b>THE FACTS I HAVE PRESENTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</b>		
<input type="checkbox"/> Property Owner <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Owner's Authorized Agent <input type="checkbox"/> Legal Option Holder	Signature	Date
	Type or Print Name	