



Rezoning Application Form

Please review the Rezoning Process Overview and Guidelines for Neighborhood Meetings sheet that accompanies this application prior to submitting. Completed forms must be submitted in-person to the Development Services Department Planning and Urban Design Division at 602 Robert D. Ray Drive, Des Moines, IA 50309-1881 (515-283-4182) unless arrangements under separate communication are made with staff. The Zoning requirements referred to on this form can be found within the City of Des Moines' Municipal Code in Chapter 134. Additional information is provided online at: https://www.dsm.city/boards_inner_T56_R23.php.

Please note that a Pre-Application Conference with City staff is required prior to submittal of an application for rezoning. To schedule a Pre-Application Conference, please call 515-283-4200 or use the following link to print the meeting request form: https://www.dsm.city/document_center/Development%20Services/Planning%20and%20Urban%20Design/forms%20and%20docs%20page/PUD-Pre-App-Request-Form.pdf?pdf=Pre-Application%20Conference%20Request%20Form&t=1600807647403

DATE APPLICATION SUBMITTED:	DATE OF SCHEDULED PUBLIC HEARING:
CASE NUMBER: ZON20__ - 00____	(this section to be completed by City staff)

I. PROPERTY REQUESTED FOR REZONING

Address(es) (Use Polk County District Parcel Number(s) if no address is assigned):	
Attach Legal Description and send editable text file to Planning@dmgov.org (abbreviated descriptions are not sufficient)	
Name of All Titleholders: (Please Attach Separately If Necessary)	
Area of Property (acres or square feet):	
Current Zoning District(s):	Proposed Zoning District(s):

II. APPLICANT INFORMATION (All fields are required)

Name/Business:	Mailing Address:
Authorized Signature:	City, State, Zip:
Printed Signature Name:	Telephone:
Date:	Email Address:
Interest in Property: (Please check one)	<input type="checkbox"/> Titleholder
	<input type="checkbox"/> Contract Buyer of Record
	<input type="checkbox"/> Lessee/Tenant
	<input type="checkbox"/> Other Ownership Interest:

III. CONSENTING TITLEHOLDER(S) OR CONTRACT BUYER(S) OF RECORD (All Fields required if other than applicant) (Please attach additional sheets with same information for all additional titleholders or all addition contract buyers)

Name/Business:	Mailing Address:
Authorized Signature:	City, State, Zip:
Printed Signature Name:	Telephone:
Name/Business:	Email Address:
Interest in Property: (Please check one)	<input type="checkbox"/> Titleholder of Record
	<input type="checkbox"/> Contract Buyer of Record

IV: PRIMARY CONTACT INFORMATION (If other than applicant or owner).

Name/Business:	Mailing Address:
Role (i.e. Attorney or Designer):	City, State, Zip:
Email Address:	Telephone:

V. ACKNOWLEDGEMENT OF NEIGHBORHOOD MEETING POLICY

Please review the Rezoning Process Overview and Requirements for Neighborhood Meetings sheets that accompany this application and provide initials of applicant's acknowledgement of responsibility for conducting an neighborhood meeting per Chapter 134 Section 134-6.1.6 of the City Code.

I, the signed applicant, have read the aforementioned policy and agree to conduct a separate neighborhood meeting inclusive of property owners and Recognized Neighborhood Association representatives contained on a list provided by the City prior to the scheduled public hearing for this Zoning Amendment request.	INITIALS
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VI. PURPOSE OF ZONING AMENDMENT

Attach a written narrative of project or purpose requiring rezoning. Planning@dmgov.org

Attach a written narrative of any conditions proposed by the owner of the property as part of the application (examples include, but are not limited to, prohibiting specific uses which would otherwise be permitted in the requested district; site or building design limitations such as specific bulk standards, limited vehicle access locations, specific building material limitations, limited hours operation, etc.) Planning@dmgov.org

Attach a Site Sketch (Plan Drawing)	<ul style="list-style-type: none"> Identify location and dimensions of all existing and proposed buildings or facilities on the site. Provide dimensions from all property lines. Identify location and type of all existing and proposed trees, evergreens and shrub landscaping on the site. Identify points of ingress and egress, including street access, sidewalks, driveways, and parking areas. Identify location and heights of all existing and proposed site walls and fences. Identify the type of material. If proposed rezoning is for a property of five (5) acres or larger, attach documentation for large-scale development in accordance with Chapter 135 Article V of the City Code. Planning@dmgov.org If proposed is for amendment of a Legacy Planned Unit Development (PUD) Conceptual Plan in accordance with Chapter 134 Section 134-2.2.9.C, attach documents for a Conceptual Plan amendment in accordance with the PUD Amendment Checklist. Planning@dmgov.org
Attach Building Elevation (Drawings)	<ul style="list-style-type: none"> If a new structure or an addition or exterior modifications to an existing structure are proposed, please provide fully dimensioned (to scale) elevation drawings of each facade. These renderings must identify the type of exterior building materials. If propose is for amendment of a Legacy Planned Unit Development (PUD) Conceptual Plan in accordance with Chapter 134 Section 134-2.2.9.C, attach building and/or sign elevation documents for a Conceptual Plan amendment in accordance with the PUD Amendment Checklist. Planning@dmgov.org

VII. APPLICATION FEES AS PER CURRENT CITY OF DES MOINES FEE SCHEDULE

Fees are due when the application is submitted. Any checks should be made **payable to City of Des Moines**. The fees are non-refundable unless the application is withdrawn prior to any City staff review or mailed public notices. (Check one)

Rezoning One (1) Acre in Area or Less	\$100.00	Application Fee
	+	Notification Fee (\$2.00 per parcel within 250 feet of subject property)
	+	Comprehensive Plan Amendment Fee (\$100.00 if necessary for rezoning)
	=	TOTAL
Rezoning of Area Over One (1) Acre	\$200.00	Application Fee
	+	\$10.00 per acre over one (1) acre or part of an acre thereof
	+	Notification Fee (\$2.00 per parcel within 250 feet of subject property)
	+	Comprehensive Plan Amendment Fee (\$100.00 if necessary for rezoning)
	=	TOTAL
Amendment to Legacy PUD Conceptual Plan One (1) Acre in Area or Less	\$100.00	PUD Conceptual Plan Amendment Fee
	+	Notification Fee (\$2.00 per parcel within 250 feet of the subject property)
	+	Comprehensive Plan Amendment Fee (\$100.00 if necessary to amend)
	=	TOTAL
Amendment to Legacy PUD Conceptual Plan Over One (1) Acre	\$300.00	PUD Conceptual Plan Amendment Fee
	+	\$10.00 per acre over (1) acre or part of an acre thereof.
	+	Notification Fee (\$2.00 per parcel within 250 feet of subject property)
	+	Comprehensive Plan Amendment Fee (\$100.00 if necessary to amend)
	=	TOTAL
Large-Scale Dev. Plan	\$500.00	Review Fee for review per Chapter 135 Section 135-5.1.2

VIII: APPLICATION SUBMITTAL CHECKLIST (TO BE COMPLETED BY CITY STAFF)

Submitted Items: (City staff initials items received)	Completed Application, Including Signature of All Titleholders or Contract Buyer of Record
	Applicable Site Sketch, Large-Scale Development or PUD Conceptual Plan amendment submittals (Drawings)
	Applicable PUD amendment Conceptual Building Elevations and Sign Plan (Drawings)
	Application Fees Paid
Applicable Comprehensive Plan Amendment Requested:	
Date of Required Pre-Application Conference:	
Date Received:	Signature of Staff Accepting Form:

REZONING PROCESS OVERVIEW

(Please retain this page for your reference. Do not submit.)

The following information summarizes the rezoning process. This summary may not include all requirements applicable to your proposed rezoning. Please contact the City's Development Services Department at 515-283-4182 Planning@dmgov.org with any questions.

1. **Pre-Application Conference** with the Development Services Department and other designated staff is required to be held prior to all rezoning applications to advise applicant of all required processes. To schedule a Pre-Application Conference, please call 515-283-4200 or use the following link to print the meeting request form and submit using instructions on the form: https://www.dsm.city/document_center/Development%20Services/Planning%20and%20Urban%20Design/forms%20and%20docs%20page/PUD-Pre-App-Request-Form.pdf?pdf=Pre-Application%20Conference%20Request%20Form&t=1600807647403
2. **File rezoning application** obtained from the Development Services – Planning and Urban Design Division. The application deadline for a rezoning request is generally 28 calendar days prior to the date of the Plan and Zoning Commission public hearings, which are typically held the first and third Thursday of each month. See meeting schedule handout from Pre-Application Conference for specific deadlines and hearing dates.
3. **Payment of Filing and Notification Fees.** Any zoning district change is \$200.00 plus \$10.00 per acre over 1 acre, except for areas of an acre or less there is only a \$100.00 fee. In addition to the filing fee, the applicant must pay a notification fee equal to \$2.00 per parcel within 250 feet of the subject property. A Comprehensive Plan Amendment Fee of \$100.00 may be necessary if determined at the Pre-Application Conference. These fees are payable to the City of Des Moines and shall be submitted along with the rezoning application to the Development Services Department – Planning and Urban Design Division, 602 Robert D. Ray Drive, Des Moines, Iowa 50309-1881. Please contact (515) 283-4182 to schedule a time to submit in person. The City of Des Moines does not accept mailed or electronic submittal without prior arrangement.
4. **An “Early Notification” Notice will be sent 20 days prior** to the date of the public hearing by the Development Services Department - Planning and Urban Design Division, to all the owners of property within 250 feet of the subject property to inform them that an application has been filed.
5. **A Neighborhood meeting is to be conducted by the applicant** before the Plan and Zoning Commission public hearing to answer questions that adjoining owners might have about the proposed rezoning. A copy of the mailing list may be obtained by contacting the Development Services - Development Planning Division within 3 business days following the filing of the rezoning application. Please refer to Requirements for Neighborhood Meetings handout from Pre-Application Conference. A written summary is required to be submitted to Development Services Department Staff no less than 3 days prior to the scheduled public hearing in accordance with Chapter 134 Section 134-6.1.6 of the City Code.
6. **A Formal Notice of Rezoning 10 days prior** to the date of the Plan and Zoning Commission public hearing will be sent by the Development Services – Planning and Urban Design Division to all owners of property within 250 feet of the subject property. Notice information will include applicant's purpose. Postage-paid, self-addressed consent cards will be included with the notice so that owners can respond “in support or opposition” to the rezoning application.
7. **Public hearing held by the Plan and Zoning Commission.** Response card information and a staff recommendation on the application will be presented. Development Services – Planning and Urban Design Division 515-283-4182 can confirm date.
8. **Recommendation by the Plan and Zoning Commission to the City Council.** All Plan and Zoning Commission recommendations on proposed rezoning items will be forwarded to the City Council. In the event any proposed amendment to zoning boundaries or regulations has been disapproved by the Plan and Zoning Commission, or in the event that any proposed amendment to the boundaries established under the Zoning Ordinance is the subject of a written protest filed with the City Clerk duly signed by the owners of twenty (20) percent or more of the land area which is located within two hundred (200) feet of the exterior boundaries of the property proposed for amendment, then such amendments shall not become effective except by the favorable vote of at least 6 out of 7 members of the City Council.
9. **Acceptance of Rezoning Ordinance.** City staff, the Plan and Zoning Commission, and/or the City Council may recommend conditions applicable to any proposed rezoning. All conditions recommended by the Commission or Council will be included in an “Acceptance of Rezoning Ordinance” prepared by the City's Legal Department. The “Acceptance of Rezoning Ordinance” will be sent by e-mail and mail to all titleholders, contract buyers and other applicable parties immediately after the City Council sets a public hearing on the proposed rezoning, for signature and notarization of all of said parties and to be returned by the applicant to the City Legal Department prior to the initial Council hearing. Compliance with the deadlines stated in the letter accompanying the Acceptance of Rezoning Ordinance is required.
10. **City Council actions.** To approve any rezoning, the City Council must set a public hearing, hold a public hearing, and approve a rezoning ordinance following 3 readings thereof. You may consult with Development Services – Planning and Urban Design Division at 515-283-4182 to confirm the set hearing date, and consult with the City Clerk at 515-283-4209 to confirm Ordinance hearing and reading dates. You may also request that the City Council waive the second and third ordinance readings; a form for this purpose will accompany the Acceptance of Rezoning Ordinance, to be signed and returned by the applicant to the Legal Department prior to the initial Council hearing.