



# CITY OF URBANDALE, IOWA

## STANDARD OPERATING PROCEDURES for REZONINGS, P.U.D. Amendments, and COMPREHENSIVE PLAN AMENDMENTS

### FILING REQUIREMENTS

Any person desiring to change the zoning classification for a property, amend a Planned Unit Development Master Plan, or amend the Comprehensive Plan should discuss the proposed change with the Department of Community Development prior to filing a request. The Department staff will explain the information summarized below that must be supplied by the petitioner, and the normal procedures.

The following materials (along with an electronic file of the same information) must be submitted to the Department of Community Development (the "Department"), although communications should be formally addressed to the Mayor and City Council:

1. An executed original of a Letter of Petition for a change in zoning, PUD amendment, and for an amendment to the Comprehensive Plan, if applicable. The owner(s) of the property must sign the petition, or submit a separate letter of consent. If there are any contract purchasers or other parties with a title interest in the property, they should also sign the petition or provide a letter of consent.

It is not necessary to obtain signatures from surrounding property owners.

2. Two copies of maps illustrating the area in question and the territory within a 200-foot radius (do not include the width of any rights-of-way in this measurement) from the property boundary, and including the following information:
  - a. Existing zoning, legal descriptions, and property dimensions
  - b. Clear delineation of the property to be rezoned, by heavily delineating the boundary or shading the property
  - c. Drawings should be at a scale of 1" = 100' or larger, unless the property to be rezoned has an area of 20 acres or more, in which case the scale can be reduced to 1" = 200'. Drawings should be letter-size or folded to approximately 8-1/2" x 14".
3. A list of the names and mailing addresses of all property owners within 200 feet of the property to be rezoned, excluding rights-of-way when computing the 200-foot notification area but including the area within a 200-foot radius of the property corners. If the property is near the Corporate Limits and the 200-foot notification

zone extends into an adjoining city or unincorporated territory, the names and addresses of property owners located in the adjoining city or unincorporated territory also must be provided. In some cases, the staff may require that an abstractor certify the list of the property owners and their mailing addresses. Print-outs from County records are not sufficient.

4. A check payable to the City of Urbandale for the rezoning fee.
5. In the case of a Planned Unit Development, a Master Plan must also be submitted in accordance with the requirements of the "P.U.D." District, and must contain all of the information specified by the Zoning Ordinance. If a conditional zoning is being requested, the proposed conditions of rezoning should accompany the petition.

The processing and review of the request will not begin until all of the above information has been submitted to the Department.

In some cases, the Department may require the petitioner meet with adjoining neighbors prior to submission of the application.

The Department staff will schedule the public hearings, publish the required notice, and mail notice to property owners in and within 200 feet of the rezoning or amendment.

### **REVIEW PROCEDURE**

The Department staff will check the Petition and accompanying materials for accuracy and completeness, and will transmit a copy of all submitted information to the City Engineer for review and comment. The Department will schedule the public hearing dates and prepare the necessary notices and mailings.

The Official Publication will appear in an official newspaper as may be designated by the Urbandale City Council. The Code of Iowa requires that public hearings must be held not less than seven (7) days nor more than twenty (20) days after notice is published, and must be held at a regularly scheduled meeting.

A public hearing must first be held by the Planning and Zoning Commission, and a vote taken. The Department schedules a time for the Commission's public hearing, and publishes and mails the notice for public hearing to property owners within the notification area as described in paragraph 3 above. The decision of the Planning and Zoning Commission is reported to the City Council by the Department at the time of the City Council's public hearing on the petition. The Department schedules a time for the City Council's public hearing, and publishes and mails the notice for the City Council's public hearing to property owners in the same manner as for the Planning and Zoning Commission's public hearing.

Zoning changes must be approved by Ordinance. Amendments to the Comprehensive Plan and to Planned Unit Development Master Plans may be approved by motion. If

the City Council approves an Ordinance to rezone a property, the Ordinance then must be published to become final. Upon publication, the City Clerk provides a signed and dated copy of the approved and published Ordinance to the Department of Community Development, so that the necessary revisions to the Official Zoning Map can be made.

### ***SAMPLE FORM FOR REZONING PETITION***

DATE

Mayor and City Council  
3600 86<sup>th</sup> Street  
Urbandale, Iowa 50322-4057

Honorable Mayor and Members of the City Council:

The undersigned hereby petitions to amend to the Comprehensive Plan of the City of Urbandale, and to rezone the following legally described property from (FULL TITLE OF CURRENT ZONING DISTRICT) to (FULL TITLE OF PROPOSED ZONING DISTRICT).

**(Insert Legal Description)**

Sincerely,

SIGNATURE OF OWNER OR PETITIONER \*

Mailing Address, Email Address, and Phone number of Owner and/or Petitioner

- \* If the petitioner does not own all of the property being rezoned, signed consent from the property owners must also be filed with the petition. Contract purchasers, if any, also must sign the petition or consent to the petition in writing.

Notary Statement - Signatures must be notarized, using the appropriate notarization statement for the form of ownership.

**For an acknowledgment in an individual capacity:**

STATE OF IOWA, COUNTY OF \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ (name of person acknowledged).

\_\_\_\_\_  
Notary Public in and for the State of Iowa

My Commission Expires: \_\_\_\_\_

**For an acknowledgment in a representative capacity:**

STATE OF IOWA, COUNTY OF \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ (name(s) of person(s)) as \_\_\_\_\_ (type of authority, e.g., officer, trustee, etc.) of \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
Notary Public in and for the State of Iowa

My Commission Expires: \_\_\_\_\_