



APPLICATION FORM FOR REZONINGS

City of Polk City, Iowa

- FOR OFFICE USE ONLY -

Date:	Amount:	Rec'd by:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Project Name: _____

Address: _____

Current Zoning: _____ Proposed Zoning: _____

Parcel Area: _____ Area to be Rezoned: _____

Applicant: ***The Rezoning Petition MUST be signed by Property Owner to be considered a valid Peition.***

Property Owner: _____

Street Address: _____ Telephone No.: _____

City, State: _____ Email Address: _____

Site Plan Application Fee:

1 Acre or Less:	\$85
More than 1 Acre:	\$200

Amount Paid: \$ _____

City Engineering Review Fees:

City Engineering review fees are charged on an hourly basis. If desired, the applicant may request an estimate of review fees once a valid Petition for Rezoning has been submitted.

Documents to be Included with Initial Submitted:

✓ If Provided	Document
	Completed Petition for Rezoning, signed by property owners
	List of Zoning Restrictions, if any are proposed
	Completed Table of all Property Owners within the 250' Buffer consenting to the proposed rezoning, with all applicable signatures
	Completed Consent Table listing the area of each parcel lying within the 250' Buffer, exclusive of ROW, and indicating the percentage of property owners that are consenting to the rezoning, based on area. (50% Consent is required)
	Rezoning Sketch depicting proposed zoning boundary line, all parcels within the 250' buffer area, and ownership of each parcel
	Legal description of the proposed rezoning boundary in Word format.
	Two address labels and two stamps for each property owner within buffer area
	Master Plan; only if rezoning to PUD or R-4 Mobile Home Parks.