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7.Applicant: \_\_\_\_\_

\_\_\_\_\_ name signature date

\_\_\_\_\_ address city state zip code

\_\_\_\_\_ ( area code ) phone number

8.Owner (if different from applicant)

\_\_\_\_\_ name signature  
date

\_\_\_\_\_ address city state zip  
code

\_\_\_\_\_ ( area code ) phone number

RSBAUGE 12/28/02

**CITY OF DES MOINES REZONING APPLICATION PROCESS**

1. **Preapplication conference** with the Planning Director or his designated staff is required for all rezonings to check conformance with the “Des Moines 2000 Land Development Concept” and other information.
2. **File rezoning application** obtained from the Community Development - Development Planning Division . The application deadline for a rezoning request is a month prior to the date of the Plan and Zoning Commission public hearing , which is the first and third Thursday of each month . See meeting schedule for specific dates .
3. **Payment of Filing Fee and Notification Fee** . Any zoning district change to R-5 , R-6 , PBP , PUD , or C-4 is \$300.00 plus \$10.00 per acre over 1 acre. The basic filing fee for all other zoning classifications is \$200.00 plus \$10.00 per acre over 1 acre , except for sites of an acre or less there is an \$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 . This fee , as well as the filing fee , is payable to the City of Des Moines and submitted with the rezoning application to the Community Development - Development Planning Division at 602 E. 1St Street, Des Moines , Iowa 50309-1881.

4. **An “Early Notification” card** will be sent by the Community Development - Development Planning Division to all the owners of property within 250 feet of the subject property 20 days prior to the date of the public hearing to inform them that an application has been filed .
5. **A Neighborhood meeting is to be conducted by the applicant** about 14 days 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 can be obtained from the Community Development - Development Planning Division .
6. **Formal notice of rezoning** will be sent by the Community Development - Development Planning Division to all owners of property within 250 feet of the subject property 10 days prior to the date of the public hearing . Notice information to include proposed use , any conditions of zoning proposed by applicant , and comprehensive plan review status . Stamped , self-addressed consent cards will be included with the Notice so that owners can respond “in support or opposition” to a rezoning application.
7. **Public hearing** held by the Plan and Zoning Commission . Response card information and staff recommendation presented . Community Development - Development Planning Division can confirm hearing date .
8. **Recommendation** by the Plan and Zoning Commission to the City Council . In case any proposed amendment to zoning boundaries or regulations has been disapproved by the Plan and Zoning Commission , or in case any proposed amendment to the boundaries established under this 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 property 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 four-fifths ( 4/5 ) of all members of the City Council , or 6 of 7 City Council members .
9. **Public hearing** by City Council . City Clerk can confirm hearing date.
10. **Ordinance** reading and final action by City Council .

**Community Development - Development Planning Division**  
**602 East First Street , Des Moines , Iowa**  
**Phone 515-283-4192**  
**Fax 515-283-4270**

