

## **PROCEDURES FOR REZONING PROPERTY IN CEDAR COUNTY**

1. An Application/Petition for Rezoning must be filed, with a fee of \$100.00 + \$10 for each acre over 6 acres, in the Office of the Cedar County Zoning Administrator, Cedar County Courthouse, 400 Cedar Street, Tipton, Iowa 52772. **\*\*See deadline below.\*\***

The application must be completed in accordance with Cedar County Ordinance No. 10, Chapter 18, Zoning Amendments and Rezoning.

**18.2 Change of Zoning District Boundaries, Application and Procedures.** A request for rezoning by anyone other than the Zoning Commission, or the Board of Supervisors requires a signed petition by the owner (title holder), or by the owners of the area if more than one property owner, contract buyers and signees, of all the real estate included within the boundaries of said tract to be rezoned.

1. Such application shall be filed with the Zoning Administrator, accompanied by a one-time fee as established by the Board of Supervisors based on the number of acres to be rezoned. This filing fee will serve to cover the administrative process of the rezoning application for both the Commission hearing and the Board of Supervisors hearing. Once the filing fee is submitted, no part of the sum may be refunded after the hearing date of the Commission. The application shall contain the following information.
  - a. The legal description and local address of the property.
  - b. The present zoning classification and the zoning classification requested for the property.
  - c. The existing use and proposed use of the property, if the proposed use is known.
  - d. The names and addresses of the owners of all property within five hundred (500) feet of the property for which the change is requested.
  - e. A soils inventory and evaluation from the Natural Resource Conservation Service which will be prepared by the Zoning Administrator's Office.
  - f. An informal plat approved by the Zoning Administrator drawn to scale showing the actual locations, dimensions and use of the property proposed for rezoning and all property within five hundred (500) feet thereof, including streets, alleys, railroads and other physical features which related to zoning. This informal plat need not be prepared by a land surveyor and need not be recorded in the real estate records of the County Recorder or Auditor. If a formal survey plat of the

track proposed for rezoning has been prepared and recorded in the real estate records, such formal survey plat may be submitted to the Zoning Administrator in lieu of the informal plat, provided that the uses and pertinent physical features of surrounding property within five hundred (500) feet has been shown on the original plat or informally added to such plat.

- g. A statement of reasons why the applicant feels the present zoning classification is no longer desirable.

All fees shall be payable to the Treasurer of Cedar County, Iowa. Failure to approve the requested change shall not be deemed cause to refund the fee to the applicant.

2. A letter from the area fire chief stating that they have reviewed the location and access and will be able to provide emergency service.
3. Approval from the county road department of the proposed or existing driveway access for the change in land use.
4. Completion of the Questionnaire for Rezoning.

**\*\*The Zoning Commission conducts their public hearings on the third Wednesday of each month at 6:30 p.m. All petitions for rezoning must be filed with the Zoning Administrator by noon on the first Friday of each month prior to the meeting date of the Zoning Commission.\*\***



## **CEDAR COUNTY PLANNING AND ZONING**

400 Cedar Street, Tipton, Iowa 52772 – Phone: (563) 886-2248