Rezoning Application Packet

Application Under Sec. 32.05.04 of the Zoning Ordinance

City Services Center, 500 Fifteenth Avenue SW, Cedar Rapids, IA 52404 Phone: (319) 286-5836 | Email: developmentservices@cedar-rapids.org

CEDAR RAPIDS
City of Five Seasons

Overview

A Rezoning is the process to change the zoning district designation of a parcel or tract of land. A rezoning is an amendment to the City's Zoning Map, which is part of the Zoning Ordinance. Rezonings are approved by adoption of an ordinance by the City Council after recommendation by the City Planning Commission. Due to the public hearings required, this process typically takes 60-90 days from date of the application submittal.

This application packet is intended to explain in general terms the administrative process for a rezoning application. Specific procedures may be found in Section 32.05 of the Zoning Ordinance.

Who May Apply

A rezoning may be initiated by the property owner or their authorized representative.

How to Apply

Land Development Applications should be submitted electronically via the City of Cedar Rapids Request Portal, found at crrequest.cityofcr.com. Those unable to access the online portal may email application materials to developmentservices@cedar-rapids.org or apply in person at the City Services Center, 500 Fifteenth Ave SW. Electronic submittals are highly encouraged and preferred.

Required for Submittal Applications will not be considered submitted until ALL of the following have been received or scheduled:		
	**Pre-Application Meeting**	To schedule, contact Development Services at (319) 286-5836 or developmentservices@cedar-rapids.org. Pre-Application Meetings may be held in person or by electronic means. Meetings are encouraged to occur prior to submittal but may be scheduled upon submittal of this application or other materials.
	**Application Form**	The Application form is included in this packet. Where extra space is needed, please attach responses on a separate document or email to developmentservices@cedar-rapids.org.
$325	**Application Fee**	The application fee for a Rezoning is set by City Council Resolution. Each application may request one Rezoning on one contiguous property in the same district.
	**Site Map**	The Applicant will provide a site map showing the location of the property to be rezoned and the zoning designations of adjacent properties.
Other submittal items may be required by City staff if necessary to review the application. The applicant may also furnish additional information, such as site plans, renderings, studies or other material.		

What to Expect: Below is a summary of the review and approval process for rezoning applications.

Application Submittal Actions taken to submit an application to the City			
Action	**Timeframe**	**What Happens**	**Next Steps or Remedies**
Pre-Application Meeting	Scheduled at the Applicant's discretion	Discussion application with staff	Application Submittal. Applicant may elect to modify or not submit application.
Application Submittal	Submitted at the Applicant's discretion	Required application materials and fee submitted to the City.	Determination of Completeness & Staff Review of Application
Application Review Actions taken by the City to review applications prior to Public Hearings			
Determination of Completeness	City Staff will review within 5 business days	Staff determines that all required application materials have been submitted.	Incomplete applications shall be resubmitted within 30 days or considered withdrawn.
Staff Review of Application	City Staff will typically send a Staff Report to applicant within 10 business days of submittal, or resubmittal.	Staff will review the application based on the approval criteria and give a recommendation to approve, approve with conditions, or deny. The site map will be reviewed based on the zoning code and other regulations and note any required revisions.	If revisions to the site map are required, the applicant must resubmit a corrected site plan prior to public notice. Based on staff recommendations, the applicant may elect to proceed, modify, or withdraw the application.
Public Notice Actions taken by the Applicant and City to notify the Public of the application			
Neighborhood Meeting (if requested by Dev. Services)	Applicant will conduct meeting prior to posting of signs	Applicant hosts a neighborhood meeting with notice sent to property owners within 300 feet (at a minimum) to explain the project.	Applicant provides a written summary to the City of meeting outcomes. Applicant may elect to proceed, modify, or withdraw application.
Posting of Signs	Applicant will post signs no later than 13 days before CPC hearing	Applicant posts required signs (provided by City) on the property and sends proof of posting to the Case Manager.	City Planning Commission Hearing Failure to post signs on time will result in postponement of Public Hearing.
Mailed Notice	City Staff will send notice prior to CPC meeting	The City will send a mailed notice to all residents within 300 feet of the site boundaries as required by State Law.	City Planning Commission Hearing
Public Hearing and Decision Actions by decision making bodies to review and make a decision on the application			
City Planning Commission (CPC) Hearing	CPC Meetings are typically held every 3 weeks	The CPC will review the application and staff's recommendation. The CPC will make a recommendation of Approval, Approval with Conditions, or Denial of the application.	City Council Public Hearing. The CPC may table the item to request additional information. Applications withdrawn by the applicant after this step may be prevented from reapplying for a period of one year.
City Council Hearing	The City Council typically meets twice a month	The City Council will conduct a public hearing and review the recommendation of staff and the CPC. The City Council will either Approve, Approve with Conditions, or Deny the Application. Ordinances require three Readings on three separate dates to be approved. This may be shortened in some situations.	Approved applications may require additional review prior to building permits or occupancy. Denials may be prevented from reapplying for a period of one year. Staff can provide additional guidance.

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Contact Information								
Property Owner								
Name		Phone		Email				
Address		City		State		Zip Code		
Applicant ☐ Same as Property Owner								
Name		Phone		Email				
Address		City		State		Zip Code		
Relationship to Property Owner or Project								
Contact Person (Optional, if different than Applicant or Property Owner)								
Name		Phone		Email				
Address		City		State		Zip Code		
Relationship to Property Owner or Project								

Site Information			
Address or General Location of Property:			
GPN(s)[1]:			
Legal Description[1]:			
Existing Zoning District:	--	To find existing zone district, see cityofcr.com/zoning	
Current Land Use Typology Area (LUTA):	--	To find information on LUTA, see http://crgis.cedar-rapids.org/FLUM/index.html	☐ Check if Future Land Use Map Amendment Required (see Table 32.02-1)
Proposed Zoning District[2]:	--		

[1] For properties with lengthy Legal Descriptions or large number of GPNs, please attach on a separate document OR email to developmentservices@cedar-rapids.org.

[2] Multiple zone districts may be requested in a single application if land is contiguous. A legal description of each zone district proposed and a detailed site map identifying each proposed zone must be attached to this application.

Statement of Purpose – Briefly describe the purpose of the rezoning request.

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Property Owner(s)[3] or Authorized Representative(s)[4] Signature(s)

The City of Cedar Rapids requires that all titleholders of a property be informed and acceptable to the application being made. Signing this form does not commit to any conditions which may be placed on an approval. Electronic signatures are accepted.

Owner/Authorized Representative 1

Name: Signature		Date	

Owner/Authorized Representative 2

Name Signature		Date	

[3] If there is a recorded contract, the contract purchaser's name(s), address and signature must also be included.

[4] If signed by a representative of the owner, the representative must attach evidence of titleholder's authorization.

Section 32.05.04.E.3 Criteria for Recommendation and Action on Rezoning

The City Planning Commission and City Council shall consider the following criteria in making a recommendation or determination about an application.

a. **Correction of a Technical Mistake**

A rezoning may be approved if the action is necessary to correct a technical mistake or omission in the zoning map.

b. Consistency with Comprehensive Plan and Other Studies

Whether the rezoning is consistent with the Future Land Use Map, other elements of the Comprehensive Plan, and any other adopted plans or studies.

i. All rezonings shall be to a district permitted by the Future Land Use Map as shown in Sec. 32.03.01.B.

ii. The proposed zone district should be consistent with the general intent of the Comprehensive Plan, as well as any area plans or studies adopted by City Council.

c. Public Facilities, Services, and Suitability

i. The property should be suitable for the development of structures and uses permitted in the proposed district.

ii. Adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, police and fire protection, and roads and transportation, as applicable) will be available to serve the subject property while maintaining adequate levels of service to existing development.

iii. Development should ensure effective and adequate utilization of existing or planned public facilities and services.

d. Character

i. The proposed district should be compatible with the existing or planned character of the surrounding area. Compatibility can be achieved by a rezoning to:

A. Districts of the same character type (Urban, Traditional, Suburban, etc). Changes between character areas should be carefully reviewed for compatibility.

B. Districts of a similar use type (Residential, Mixed Use, etc), particularly when transitioning between character areas.

C. Other transitions may be appropriate depending on other review criteria and conditions which may be place on other approvals.

ii. The proposed rezoning should be consistent with the existing or planned character of the surrounding area.

iii. A variety of housing types and a mix of land uses should be provided in all neighborhoods. A change in intensity or type of use is most appropriate when between rear yards, at corners, or along higher classified streets.

iv. Whether rezoning is consistent with the characteristics of the surrounding area, including any changing conditions.

V. Whether the proposed rezoning will protect existing neighborhoods from nearby development at heights and densities that are out of scale with the existing neighborhood.

REZONING

ACCEPTANCE OF CONDITIONS

ORDINANCE NO. _____

I/we hereby agree to the terms and conditions set out in the Ordinance.

Dated this _____ day of _____, 20_____.

_____
Titleholder/Company Name

_____
Authorized Signature

_____
Printed Name

_____
Printed Title