

Office Use Only		\$ 750	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



**JOHNSON COUNTY, IOWA**

**APPLICATION FOR: FUTURE LAND USE MAP AMENDMENT**

Application is hereby made to amend the Johnson County Future Land Use Map to change the designation of the following property:

\_\_\_\_\_ *List parcel number(s) to be changed (or attach a full legal description on a separate sheet instead)*

Street Address (if applicable): \_\_\_\_\_

**Current Future Land Use Map Designation:** \_\_\_\_\_

**Requested Future Land Use Map Designation:** \_\_\_\_\_

*\*\*If property or properties have more than one current or requested designation, please attach an additional sheet indicating the current and requested designation for each parcel number or legal description.*

See the adopted Future Land Use Map Amendment Procedures Policy Sheet (attached) for the complete list required submission items.

THE UNDERSIGNED AFFIRM(S) THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT.

**PLEASE PRINT**

\_\_\_\_\_ *Name of Applicant(s)*

\_\_\_\_\_ *Street Address (including City, State, Zip)*

\_\_\_\_\_ *Phone*

\_\_\_\_\_ *Email*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Signature (if necessary)*

**Applications are accepted only between June 1 and June 30. Fee is due at the time of application.**

**Applications should be delivered to the Planning, Development and Sustainability Office  
913 South Dubuque Street, Suite 204, Iowa City, IA 52240-4273**

## **Future Land Use Map Amendment Procedures:**

The following standards and procedures have been adopted by resolution by the Board of Supervisors (Board) in order to ensure fair and efficient consideration of requests to change the adopted Future Land Use Map.

1. In accordance with the requirements set forth in the Johnson County 2018 Comprehensive Plan, Future Land Use Map amendment applications are considered once annually. It is the intent of the Board to hold public hearing for all requests for the year at the same meeting or subsequent formal meetings as needed.
2. Complete applications will be accepted by the Planning, Development and Sustainability office between June 1 and June 30 of every calendar year. If the 30th falls on a weekend, the deadline is the first business day thereafter. Applications must include the following to be considered complete:
  - Completed application form.
  - The application fee of \$750 (NOTE: All fees are non-refundable once public notice has been sent for publication for the first meeting where public hearing will be held on the application).
  - List including names and addresses of all property owners within 500 feet of the proposed application.
  - A narrative describing why the change is being requested and how the requested designation fits the goals and strategies of the 2018 Comprehensive Plan (including the development guidelines contained in Chapter 5 – Land Use) as well as how it addresses the elements listed under Evaluation Requests for Map Amendments in section 6.4 – Plan Maintenance.
3. Complete applications submitted within the submittal window will be placed on the Planning and Zoning Commission (P&Z Commission) agenda for public hearing at the August meeting. Public hearing and recommendation by the Commission is required prior to public hearing by the Board.
4. The Commission shall forward recommendation to the Board within 45 days of the initial public hearing on the application. Any application that exceeds the 45-day limit will automatically be forwarded to the Board with no recommendation from the Commission.
5. Upon receipt of Commission recommendation, the Board shall set a public hearing for consideration of the request at an upcoming formal meeting.
6. General Timeline for consideration:
  - June 1 – June 30: Applications accepted.
  - July: Staff reviews applications; Commission agenda is set, and notice is sent for publication.
  - August P&Z Commission meeting: initial public hearing on all applications.
  - September BOS meeting: Public hearing before the Board.
    - NOTE: If any requests are deferred at the P&Z Commission meeting, they will be reconsidered at the next P&Z Commission meeting. In these cases, *all* applications will have public hearing before the Board following the second P&Z Commission meeting in accordance with item 1 above regardless of how many applications were deferred by the P&Z Commission.