



PLANNING, DEVELOPMENT AND SUSTAINABILITY

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To whom it may concern,

Starting in January 2025, the filing deadline for development applications will be moving earlier in the month. This change will allow more time between the filing and agenda deadlines for county departments to complete their reviews, communicate any needed revisions to the applicant team, and for the applicant team to submit those revisions.

Starting in January 2025, applications heard by the Planning & Zoning Commission (rezonings, and preliminary and combined plat subdivisions) will be due by **close of business on the first Wednesday of the month**. Applications heard by the Board of Adjustment (Conditional Use Permits, special exceptions, etc.) will be due by **close of business on the second Wednesday of the month**. A table showing filing deadlines, agenda deadlines, and meeting dates for 2025 is included (and is also available on our website at <https://www.johnsoncountyiowa.gov/apps>). If County offices are closed on the filing deadlines due to holiday or weather closures, the filing deadline is the first business day thereafter.

Applications for Final Plat subdivisions and commercial Site Plans can still be submitted at any time as they are not subject to the public hearing process. Applications for Future Land Use Map Amendments will still be accepted 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.

The agenda deadlines will remain unchanged (13 days prior to the meeting date). Filing requirements will also remain the same and can generally be found on page 2 of the application forms available on the County website (<https://www.johnsoncountyiowa.gov/pds/planning-development>).

Looking ahead, we are working with the software company CitizenServe to develop a new online permitting system which will include a web portal for filing development applications. The portal will allow you to track the status of the various reviews on all application you have in process with PDS. We anticipate the portal will go live in 2025. We will send another communication once the tentative go-live date is known.

Please do not hesitate to reach out with any questions.

Sincerely,

Nate Mueller
Assistant Director