

MARSHALLTOWN

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HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

36 North Center Street, Marshalltown, IA 50158

Ph: 641-754-5756 Fax: 641-754-5742

www.marshalltown-ia.gov

Zoning Ordinance Change Application Packet

Application: Applications will not be accepted unless complete. All required items must be submitted with the application. Failure to complete and submit all the required materials as a part of this application will result in a delay in accepting your application until it is complete.

Notifications: A notice of public hearing with your name and request will be published in the Times-Republican newspaper.

1. The burden of providing sufficient evidence to make the applicant's case shall be on the applicant at all times.
2. The ordinance change request must be considered by the Plan Zoning Commission and the City Council. Contact the Housing & Community Development Director for a schedule of upcoming meetings.
3. The Commission will review the request at a regularly scheduled meeting at least once prior to the *public hearing*. A *public hearing* must be held by the Commission prior to making a recommendation to the City Council. The Plan Zoning Commission meets in the City Council Chambers at City Hall at 5:00 PM on the Thursday following the first Council meeting of the month.
4. The Marshalltown City Council meets on the 2nd and 4th Mondays of the month at 5:30 p.m. in the City Hall Council Chambers. According to Iowa Code, ordinance changes and amendments require three readings and a public hearing.
5. Under optimum conditions it takes about 4-6 months for an ordinance change if the issue is not controversial. More in-depth ordinance changes may require additional time.
6. The burden of research related to proposed changes is not to be put solely on City staff. **Applicants will be required to gather some information as part of the ordinance change process.** This may include, but not limited too, research on similar ordinances from other communities, the number/type of affected properties should change be approved, how proposed changes relate to other City departments, etc.

Date Submitted & Fee Paid: _____

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All items listed must be submitted with this application:

Failure to complete and submit all the required materials as a part of this application will result in a delay in accepting your application until it is complete. In addition, other information may be requested at the required public meetings.

_____ **Application fee.** A \$500 fee is required payable to “City of Marshalltown.” The fee must be paid when the application is submitted to the Zoning Office.

_____ **Description of Ordinance Change.** Please attach a sheet of paper explaining in detail why you are seeking an ordinance change. Information should include how proposed changes would affect other properties.

Please type or print legibly in ink.

Requester's Name:	
Mailing Address:	
Phone:	Email:
Current Zoning Classification of Property in Question (if related to ordinance change) :	
Current Use (if related to ordinance change):	
Proposed Use (if related to ordinance change):	
Signature and Date:	