



CITY OF  
**GRIMES**  
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**ZONING CHANGE  
APPLICATION**

Applications are due the fourth Monday of the month  
at 12:00 p.m.

Please read application thoroughly. The City has the  
right to refuse an incomplete application.

# Zoning Change

## Application Packet



**1. Application Packet.** Be sure to complete and submit *all the required materials* that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

### **2. What must be submitted?**

- One (1) completed and signed Application Form & Application Fee submitted to:  
City of Grimes  
Attn: Rachel Greving, Development Services Coordinator  
410 SE Main St, Ste. 102  
Grimes, Iowa 50111
- One (1) PDF Rezone Petition, Rezone Consent, Rezone Map with property owners within 250', and Legal Description of the area to be rezoned to the centerline of adjoining ROW in Word format submitted to:
  - ❑ Alex Pfaltzgraff, Development Services Director: [apfaltzgraff@grimesiowa.gov](mailto:apfaltzgraff@grimesiowa.gov)
  - ❑ Rachel Greving, Development Services Coordinator: [rgreving@grimesiowa.gov](mailto:rgreving@grimesiowa.gov)
  - ❑ Evann Martin, Assistant Planner: [emartin@grimesiowa.gov](mailto:emartin@grimesiowa.gov)
- Application Fee:
  - ❑ \$1,000      Zoning Change

### **3. What is the process?**

- Zoning Change (PDF) first submittal is due at 12:00 pm on the **4th Monday of the month**. Staff review plans and provide a comment letter to the applicant for revision & resubmittal.
- Planning & Zoning Commission shall consider the submittal based upon the **Rezoning Schedule**. **Note that the dates outlined on the Rezoning Schedule are not guaranteed.**
- The submittal process from first submission to Council consideration, is approximately 8-10 weeks.

# Zoning Change



## Application Form

<b><u>Project Information:</u></b> Project Address: _____ Legal Description: _____ Project Name: _____ Project Description: _____ _____
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<b><u>Property Owner:</u></b> Name: _____ Address: _____ _____ Phone: _____ Email: _____
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<b><u>Applicant:</u></b> Name: _____ Address: _____ _____ Phone: _____ Email: _____
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*Obtaining approval does not absolve the applicant from obtaining all other applicable permits such as building permits, IDOT access permits, IDNR permits, etc.*

**I (We) certify that I (we) have submitted all the required information to apply for approval and that the information is factual.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

(Note: No other signature may be substituted for the Property Owner's signature.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Application Fee:** \_\_\_\_\_ (Check to "City of Grimes")

# Zoning Change

## Application Packet



### *Concept Plan Checklist*

- Concept Plan, drawn to scale on a sheet not to exceed 24"x 36". PDF submittal is required until the Concept Plan is formally approved by Council.
- The Concept Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect.
- Name and address of the person or firm preparing the site plan
- Property address(es)
- Date of preparation
- North arrow
- Scale between 1"=10' and 1"=60', unless an alternate scale is approved by the City Engineer
- Zoning designation. (State if the property is within an Overlay District or PUD)
- Proposed use of the property in sufficient detail to determine code compliance
- Total acreage (include acreage of different development types i.e. residential or commercial)
- Elevations
- Pedestrian connectivity (internal and external).
- ROW widths, dedications, road improvements, and turn lanes
- Driveway alignment/placement
- General utility plan showing connections to existing utilities
- Landscaping along roadways
- Breakdown of proposed parking required (note 1 stall is equivalent to 162 sf.)
  - Existing parking stalls
  - Required parking stalls
  - Handicap stalls required
  - Proposed parking stalls
  - Approximate number of employees
  - Parking setbacks