Webster County Planning and Zoning

701 Central Ave, 1st Floor
Fort Dodge, Iowa 50501
Phone (515) 574-3761

MAIN DEVELOPMENT APPLICATION

Pre Application Conference

A Pre-Application Conference is highly recommended prior to an application submittal. Please contact the Planning and Zoning Administrator to schedule an appointment.

Application Submittal

All required materials shall be received by the Planning & Zoning Department at least one month prior to a proposed meeting date with the Board of Adjustment, Planning and Zoning Commission or Board of Supervisors with the applicable fees. Applications delivered by courier will only be accepted if prior arrangements have been provided by staff.

Public Hearings and Meetings

Applications requiring public hearings and/or meetings that are held with the Board of Adjustment, Planning & Zoning Commission and Board of Supervisions. Applicants or their agents are required to attend these meetings and shall be available to answer questions. The applicant is required to provide all names of all real property owners (as indicated on the most recently approved County tax roll) that are located within the area of application and within five (500) feet of any property affected thereby.

Application Submittal Type [check each that appy]

Conditional Use Permit (1)

☐ Conditional Use Permit

Variance (2)

☐ Variance

Zoning Atlas Amendment (Rezoning) (3)

☐ Zoning Atlas Amendment (Rezoning)

Comprehensive Plan Text Amendment (4)

☐ Comprehensive Plan Text Amendment

Zoning Ordinance Text Amendment (4)

☐ Zoning Ordinance Text Amendment

Plat (5)

☐ Preliminary Plat

☐ Final Plat

Mining (6)

☐ Mining/Extraction

Appeal (7)

☐ Appeal of Decision by Administrative Official

Application Supplement Packages

1. Conditional Use Permit
2. Variance
3. Rezoning
4. Comp Plan Text Amendment
4. Zoning Ord. Text Amendment
5. Plat
6. Mining/Extraction
7. Appeal of Decision by Administrative Official

FEE CALCULATION WORKSHEET

Application Type: _____
(Please provide separate fee calculation worksheet for each application type)

□ TOTAL REVIEW FEES: _____ $

Date of Pre Application Meeting: _____

_____ _____
Applicant Name (Printed) Signature of Applicant

(For office use only)

INTAKE REVIEWER - SIGNATURE DATE

SUBMITTAL REQUIREMENTS
The following checklist is provided below.

All applications must include the following:

☐ Application, completed in black ink, with property owner signature(s) and notary seal
☐ Aerial Photograph – property outlined
☐ Property Deed
☐ Legal Description
☐ Boundary Survey – Signed and Sealed (24x36)
☐ Copy of Deed Restrictions (if applicable) of Subject Property

Plat applications must also include:

☐ Plat (24x36) prepared in accordance with Ord. 34 and Ord.35 requirements – four (4) copies
☐ Title Opinion or Statement of Certificate (either in separate writing or on face of plat)
☐ Evidence of Notice to all Utility Companies (public or private)
☐ Purchase Contract (if applicable)

Conditional Use Permit applications must also include:

☐ Detailed Site Plan of the proposed use and internal/external property improvements
☐ Traffic Statement or Report from a Traffic Consultant

SPECIAL NOTICE
(PLEASE READ BEFORE SIGNING ACKNOWLEDGMENTS BELOW)

Submission of this application does not constitute the granting of approval. All appropriate requirements shall be met prior to this request being presented for approval to the appropriate authority. **Webster County reserves the right to request additional information to ensure a complete review of an application.**

ACKNOWLEDGMENTS

Applicant Information (Property Owner/Developer)

Business Name: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Agent Information

Business Name: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Please Note: Both Applicant and Agent will receive <u>all</u> official correspondence on this application.

PROPERTY OWNER INFORMATION

This application and any application supplement will not be considered complete without the notarized signature of **all property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

_____ _____

Property Owner Signature Property Owner Name Printed

Mailing Address: _____

_____

_____

If more than one owner, please submit additional pages.

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____

by _____ who is personally known to me or who has produced

_____ as identification.

_____ _____

Signature of Notary Type or Printed Name

_____ Commission Number (Seal)