

# City of Fairfax

## APPLICATION FOR CHANGE OF ZONING

Please type or print.

The undersigned is/are the owner(s) of the property described in this application and hereby request that the City of Fairfax Planning and Zoning Commission and the Fairfax City Council consider the said property for rezoning.

1. Please complete the following:

- A. Property Address: \_\_\_\_\_  
\_\_\_\_\_
- B. Proposed Use: \_\_\_\_\_
- C. Reason for Request: \_\_\_\_\_
- D. Current Zoning: \_\_\_\_\_ E. Proposed Zoning: \_\_\_\_\_
- F. Estimated increase in vehicle trips per day: \_\_\_\_\_  
(Applicant may be required to provide the necessary engineering studies to determine this)
- G. Types of vehicles using facility: \_\_\_\_\_

2.

- A. A site plan is required for all single family residential rezoning which do not have an accompanying preliminary plat. Said site plan shall show all existing structures located on the property with dimensions of each structure, dimensions between structures and dimensions between structures and dimensions from those structures to the proposed lot lines.
- B. A site development plan is required for all R-M, M-H, C-1, LI and HI rezoning. Site plans must be prepared by an engineer, landscape architect, urban planner, architect or similar professional and included:
  - 1. North directional arrow and map scale indication (no less than 1" = 50')
  - 2. Location map showing relation to surrounding roads and public facilities.
  - 3. Title block including the name, address and phone number of the developer and the architect's/engineer's seal, date of preparation and revision date.
  - 4. Existing and proposed zoning classification, use of property and number of employees (if applicable).
  - 5. Ownership, land use and zoning of all properties within 200 feet of the property for which the special exception is requested.
  - 6. Type of water supply and sewage disposal and if storm sewer is available.
  - 7. Existing and proposed property lines including dimensions of existing and proposed lot boundaries.
  - 8. Existing and proposed right-of-way lines and building setback lines.
  - 9. Existing contour lines at intervals of ten feet.
  - 10. Proposed contour lines at intervals of five feet.
  - 11. Water courses, floodways, floodplains and wetlands.
  - 12. Any unique natural features.
  - 13. Locations and dimensions of all existing and proposed structures. All structures must be delineated in square feet and dimensions to existing and/or proposed lot lines must be provided as well as dimensions between structures.
  - 14. Existing and proposed structures must be labeled as to their use. Structures include wells, fences, septic, utility poles, LP tanks, etc. Existing roads must also be shown.

15. Existing and proposed parking spaces. Must provide notation of the number of spaces required and the number provided.
16. All utility easements.
17. Radius or curvature of ingress and egress drives.
18. Circulation patterns of traffic.
19. Access to al public or private streets.
20. Location and size of existing or proposed signs and illumination techniques.
21. Location, intensity, height, spacing, efficiency and shielding of all existing and proposed exterior lighting.
22. Location of outside refuse collection areas and the type of screen to be provided.
23. The estimated increase in vehicle trips per day by type of vehicle.
24. Any other information deemed necessary by the Zoning Administrator.

3. Please indicate whether the property is involved in any of the following by placing a check mark by all that apply:

Bankruptcy     Contract Sale     Civil Suit     Foreclosure

4. Certification. Complete the following as applicable:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Contract Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Company: \_\_\_\_\_

NOTE: This application, the fee and the site plan are required to be submitted jointly. If any of these items are not included or are found to be incomplete, a processing delay or rejection of the application my result.

**City of Fairfax**  
*Checklist*  
**Rezoning Application**

**B. Form of Application:**

An application for rezoning shall contain the following items. The Planning and Zoning Commission may waive the need for certain items in the application if deemed appropriate.

1. The legal description and local address of the property.
2. The present zoning classification and the zoning classification requested for the property.
3. The existing use and proposed use of the property.
4. The names and addresses of the owners of all property within two hundred (200) feet of the property for which the change is requested.
5. A statement of the reasons why the present zoning classification is no longer valid.
6. A Plat or Site Plan showing the locations, dimensions, and use of the applicant's property and all property within two hundred (200) feet thereof, including streets, alleys, railroads, and other physical features including:
  - (a) North arrow and scale.
  - (b) Size and location of existing and proposed structures and drives on the subject property, and existing structures and drives on surrounding properties.
  - (c) Name and address of landowner.
  - (d) Date of preparation of the plan.

**C. Application Fee:**

Before any action is taken upon an application as provided in this Ordinance, the applicant shall pay to the Administrative Officer a non-refundable fee of fifty (50) dollars plus the cost of signs as established by ordinance of the City Council. The Administrative Officer shall forthwith pay over such fees to the credit of the General Fund of the City of Fairfax, Iowa. The failure to approve an application for rezoning shall not be construed as any reason for refunding the fee to the applicant.

**D. Rezoning Signs:**

The Clerk shall provide each applicant for rezoning with two (2) rezoning notification signs, which shall be clearly posted by the applicant on the property for which a rezoning request has been made. The applicant shall pay the clerk such costs at the time the signs are received as may be prescribed by the council. The signs shall be placed so that they may be seen from the street and, in cases of through lots and on corner lots, a sign shall be posted on both frontages.

Said signs shall be posted at least ten (10) days prior to the commission meeting date which said date shall be noted by the clerk on the signs. It shall be the applicant's responsibility to see that said signs remain posted during the entire period. If the signs are not posted in accordance with the preceding requirements, no action shall be taken on the petition by the commission. The signs shall be removed no later than five (5) days after denial by the City council or the date of posting of the ordinance granting the rezoning by the City Council.

## Office of the City Clerk

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