

PROCEDURES FOR REZONING PROPERTY

Any person(s) applying for a zoning change in the unincorporated areas of Dubuque County must adhere to the following procedures:

1. An application and completed site plan for rezoning must be filed with the Dubuque County Zoning office located at 13047 City View Drive, Dubuque, Iowa 52002, **twenty (20) days** prior to a regularly scheduled meeting of the Zoning Commission. The fee for rezoning is **\$250**, payable to: *Dubuque County Treasurer*.
2. The following information must be provided on the application:
 - A. Owner's name & address
 - B. Applicant's name & address (if different than owner)
 - C. Reclassification of said property from one district to another
 - D. Proposed use of area being rezoned
 - E. Parcel Number & Site Address
 - F. Legal description of property being rezoned
 - G. Layman's description of property being rezoned
 - H. Total area being rezoned
 - I. Signatures of **all** property owners
 - J. Signature of applicant
3. A complete site plan is required with the application or the application will be returned for more information.
4. The Zoning Administrator will prepare and submit the Official Notice to the newspapers in Dubuque County. A site inspection and pictures of the property will be made by Zoning Department personnel.
5. The Legal Notice must be published at least fifteen (15) days prior to the Public Hearing with the Zoning Commission.
6. Property owners within 500 feet of the property being rezoned are notified by regular mail when and where the *Public Hearing* will be held.
7. The Zoning Commission will then hold their *Public Hearing* and listen to the pros and cons of the people involved. The applicant **must attend** this meeting or send a representative who is familiar with the rezoning request.
8. The Zoning Commission shall then render a **recommendation** to the Board of Supervisors on the proposed rezoning request.

9. The Board of Supervisors (at their next regularly scheduled meeting) will then set the date for a *Public Hearing* and submit the Legal Notice to the newspapers in Dubuque County.
10. The Legal Notice must be published at least four (4) to twenty (20) days prior to the *Public Hearing* with the Board of Supervisors.
11. The property owners involved will **again be notified** by regular letter as to the date, time and place of the *Public Hearing* with the Board of Supervisors.
12. The Board of Supervisors will then hold their *Public Hearing* and listen to the pros and cons of the people involved. The applicant **must attend** this meeting or send a representative who is familiar with the rezoning request.
13. The Board of Supervisors, at the *Public Hearing*, have the power to approve, deny or table the request. Their vote is final.
14. If the Board of Supervisors approves the request, the Official Zoning Map is amended and the amended changes are published in the newspaper.