

## CITY OF PLEASANT HILL REZONING SUBMITTAL CHECKLIST

**PRE-APPLICATION MEETING:**  Held on \_\_\_\_\_  Scheduled for \_\_\_\_\_  Not Held

**SUBMITTAL REQUIREMENTS:** Applications without all submittal requirements will not be accepted or reviewed. Please provide the following information for the initial and following submissions for the rezoning indicated in the application and any additional requirements requested by the Zoning Administrator:

<b>REZONING</b>			
	<b>First Submission</b>	<b>Following Submissions</b>	<b>Submission After Approval</b>
<b>Rezoning Map Exhibit</b>	7 full size & 1 digital sets	1 digital set	1 signed & 1 digital set
<b>Petition &amp; Signatures</b>	1 hard & 1 digital copy	As needed	As needed

<b>PUD ZONING</b>			
	<b>First Submission</b>	<b>Following Submissions</b>	<b>Submission After Approval</b>
<b>PUD Master Plan</b>	7 full size & 1 digital sets	1 digital set	1 signed & 1 digital set
<b>Petition &amp; Signatures</b>	1 hard & digital copy	As needed	As needed

<b>PUD AMENDMENT</b>			
	<b>First Submission</b>	<b>Following Submissions</b>	<b>Submission After Approval</b>
<b>Rezoning Map Exhibit</b>	7 full size & 1 digital sets	1 digital set	1 signed & 1 digital set
<b>PUD Amendment</b>	7 hard & 1 digital copy	1 digital set	1 digital set
<b>Petition &amp; Signatures</b>	1 hard & digital copy	As needed	As needed

**CHECKLIST REQUIREMENTS:** The complexity of the proposed rezoning will determine if the items below are needed for a complete submittal. If there are any questions as to which items are necessary, please contact the Community Development Department prior to submitting.

Petition & Signatures

**Review City Code [Chapter 166.05](#) to learn more about zoning amendment procedures prior to submittal.**

1. \_\_\_\_ Petition signed by owner of the parcel that clearly describes the property and its boundaries as to which the change or amendment is desired.
2. \_\_\_\_ List of signatures and addresses of the owners of fifty-percent (50%) of the area of all real estate lying outside of the parcel but within two-hundred (200) feet of the boundaries. Utilize the Rezoning Map Exhibit to display signatures (the intervening streets / alleys are not included in computing this buffer).
3. \_\_\_\_ Submit a digital Word document of the full legal of area to be rezoned.

Rezoning Map Exhibit:

1. \_\_\_\_ Name, address, and phone number of the property owner and developer.
2. \_\_\_\_ Date of preparation, north arrow, and scale.
3. \_\_\_\_ A “vicinity map” at a scale of 1” = 500’ or larger showing the location of the property
4. \_\_\_\_ Legal description of the area to be rezoned.
5. \_\_\_\_ Boundary lines including dimensions.
6. \_\_\_\_ Notation of existing and proposed zoning
7. \_\_\_\_ Display the 200’ buffer around the parcel and areas of the buffer where signatures have been obtained. Provide a table to display what percentage each signature represents of the entire buffer area.

PUD Master Plan:**Review City Code [Chapter 167.15](#) to learn more about PUD zoning amendment procedures prior to submittal.**

1. \_\_\_ Scaled drawing not less than 24" x 36" and a minimum scale of 1" = 50' in size.
2. \_\_\_ A vicinity map of a scale of 1" = 500' to show site boundaries and the zoning of adjacent properties within 1,000 feet.
3. \_\_\_ Dimensions, legal descriptions, acreage, existing zoning, land use, and ownership of the area of the proposed PUD; and existing zoning, land use and ownership of contiguous properties within 250 feet.
4. \_\_\_ PUD boundary, development phasing plan, and all existing and proposed property lines, street rights-of-way lines, easements, and proposed PUD building and parking lot setbacks.
5. \_\_\_ Delineation of each "phase" proposed with their land uses and bulk regulations identified.
6. \_\_\_ Existing topography and conceptual storm water management and drainage.
7. \_\_\_ Existing and proposed streets, driveways, parking areas and other paved areas and anticipated including parking requirements.
8. \_\_\_ Existing and proposed locations pedestrian ways, trails, parks, recreation areas, open space, buffers, parking areas, schools, and anticipated traffic generation.
9. \_\_\_ Proposed lot locations for all uses, and conceptual building locations and functions for all multiple-family residential and nonresidential uses.
10. \_\_\_ Existing and proposed buildings, uses, square footages, and number of dwelling units and density calculations.
11. \_\_\_ Area and number of dwelling units, and anticipated floor area of nonresidential buildings by "phase."
12. \_\_\_ Existing tree masses, water channels, drainage ways, flood hazard areas, and other topographic or environmentally important characteristics.
13. \_\_\_ Proposed privately owned common areas and public ownership areas, including open space, parkland, and school sites.
14. \_\_\_ Locations of existing or proposed municipal utilities to serve the PUD and adjoining properties, including sanitary sewer, storm sewer, and water.
15. \_\_\_ Other required storm water management facilities and requirements.
16. \_\_\_ Dimensions of all street right-of-way and paving widths, including all proposed easements.
17. \_\_\_ Staging schedule of development, including anticipated year each phase of development is to be implemented.
18. \_\_\_ Landscape areas proposed as part of PUD, to include location of shrubs, trees and earth berms.
19. \_\_\_ Delineation of the traffic impacts that would result from the project and how they can be mitigated.
20. \_\_\_ Details for any requirements for Parkland Dedication per City Code [Chapter 172](#) and compliance with the City Parks Master Plan and Trails Master Plan of the Pleasant Hill Comprehensive Plan.
21. \_\_\_ Conceptual building elevations including exterior building materials and colors.
22. \_\_\_ Freestanding signage locations and concept plans.
23. \_\_\_ When illustrating the location of each development phase, a prepared list of rules, regulations and guidelines for the development of the PUD shall be submitted. This list will be part of the consideration by the Planning and Zoning Commission and the City Council and incorporated within the ordinance providing for the rezoning of the property to a PUD. The list shall include but not be limit to the following:

*Land use, bulk regulations, transfer of development rights within the area of the PUD, height requirements, open space and landscaping requirements, architectural standards, sign regulations, buffer requirements, off-street parking and loading requirements, and other performance standards as required by the City for each phase designated within the Master Plan*

PUD Amendment:

- 1.\_\_\_\_ Describe the location where the modifications will be applied, including legal description or name of the subdivision development phase.
- 2.\_\_\_\_ Provide the modified list of rules, regulations, and guidelines to be applied to this location.
- 3.\_\_\_\_ Indicate percentage increase in density and/or percentage of changes in the uses of the site different from the original PUD standards.
- 4.\_\_\_\_ Illustrate and describe any proposed conceptual changes to the adopted master plan.

**CITY CONTACTS:** Submit completed application and required submittal documents as indicated above to the following location:

City Planner

City of Pleasant Hill  
Community Development Department  
5160 Maple Drive, Suite A  
Pleasant Hill, IA 50327

(515) 309-9461

[jbartles@pleasanthilliowa.org](mailto:jbartles@pleasanthilliowa.org)

**LINKS:**

City Website: <https://www.pleasanthilliowa.org/>

City Code: [https://www.amlegal.com/codes/client/pleasant-hill\\_ia/](https://www.amlegal.com/codes/client/pleasant-hill_ia/)

Community Development Website: <https://www.pleasanthilliowa.org/145/Planning-Zoning>

**NOTE: Applications will not be accepted unless they comply with all the submittal requirements.**

**Incomplete applications will be returned to the applicant without further review.**