

# Rezoning

## Approval Process & Application Packet



### Application packet includes the following:

- Rezoning application form & checklist (*must be complete*)
- Petition for Rezoning

### Application process & submittal requirements:



#### Pre-Application Conference

The purpose for this conference with the City Planning staff is to acquaint the applicant with regulations and related requirements of the city of Ankeny and outline the requirements that the applicant must comply with to rezone property. The meeting should be attended by the applicant & their consultant. The following must be provided:

- ✓ Sketch Plan

To schedule a pre-application conference, contact the Community Development Department at (515-963-3550) or [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov). Prior to meeting, the applicant is encouraged to meet with local utility companies.

#### Technical Review Committee

This committee, consisting of representatives from all city departments, reviews the submittal and generates comments regarding regulations affecting the proposed development or project. The applicant is notified by the project manager within 5 working days following the meeting of any required and recommended revisions. The applicant must submit the following materials for a technical review committee meeting:

- ✓ Rezoning Application Form & Completed Checklist
- ✓ Letter of request
- ✓ Filing fee
- ✓ Electronic version of the legal description
- ✓ Petition(s)
  - 60% of land within 250 feet (excluding right of way) and 50% of owners
  - Map showing the property to be rezoned and adjacent
  - Mailing list of owners within 250 feet
- ✓ Eight (8) copies of the rezoning map showing the following:
  - Existing zoning
  - Proposed zoning
  - Conditions and/or restrictions
  - Legal description of property to be rezoned
  - Vicinity sketch showing location of the subject site
  - Ownership of adjacent land
  - Boundary lines including dimensions
- ✓ Eight (8) copies of the proposed PUD book (if applicable) / no additional copies of the rezoning map are required if included in the PUD book.
- ✓ Electronic PDF copy of all submittal items. Please request a City file share to [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov) for documents and/or emails that exceed 25 MB

#### Plan & Zoning Commission

The Commission will hold a public hearing and make recommendation to the City Council regarding the proposed rezoning. The recommendation by the Commission, generally takes place at the meeting following the public hearing. Notice of the public hearing is published in the Des Moines Register and notices are mailed to property owners within 250 feet of the parcel proposed for rezoning. Additionally, a public notification sign must be erected at all of the street frontages of the property stating a notification message as prescribed by City staff and intended to inform the public of the proposed change and the time and place of the hearing on said changes.

## **City Council**

Following approval of the rezoning by the Plan and Zoning Commission, the recommendation is sent to the City Council. If the Plan & Zoning Commission does not approve the rezoning, a four-fifths vote of the entire membership for the Council is required for approval. Council consideration involves the notice process used for the Plan & Zoning Commission, a public hearing, and three considerations and publication of the Ordinance amending the Code. Whenever any change of zoning has been denied by the Council, then no new petition covering any of the same property or the same property and additional property shall be filed with or considered by the Council until one year has elapsed from the date of the filing of the first petition.

Submit the completed Rezoning Application Packet to:

Community Development Department  
City of Ankeny  
1210 NW Prairie Ridge Drive  
Ankeny, Iowa 50023

If you have questions, please contact the Community Development Department at:

Phone: (515) 963-3550

E-mail: [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov)

The following links are available on the City of Ankeny website at <https://www.ankenyiowa.gov/200/Planning-Information>

### Community Development

Development Application - Preliminary Plat

Development Application - Final Plat

Development Application - Site Plan

Zoning & Subdivision Municipal Codes

Zoning Map

Ankeny Comprehensive Plan

Development Schedule

Development Fee Schedule

Polk County Assessor's Site

Polk County Recorder's Site

FEMA (Federal Emergency Management Agency)

FIRM (Flood Insurance Rate Map)

No application will be accepted unless it complies with all the submittal requirements.  
Applications that are incomplete will be returned to the applicant without further review.

*Updated: June 2025*

## Rezoning Application Form

Property Location (street address and/or boundary description):

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Gross acreage of rezoning: \_\_\_\_\_

Current property zoning: \_\_\_\_\_

Proposed property zoning: \_\_\_\_\_

Conditions:

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Is property within Ankeny's corporate limits       yes       no

Applicant/Contact Person:

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner:

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attorney

Full Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Land Surveyor/Engineer: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant/Contact Person)

**Note: No other signature may be substituted for the Property Owner's Signature**

and: \_\_\_\_\_ Date: \_\_\_\_\_

(Property Owner)

**\*\*Original signatures are required\*\***

## Rezoning Application Checklist

Pre-application Conference  held on \_\_\_\_\_  scheduled for \_\_\_\_\_  not held

The following is required information

Paper copies on sheets not to exceed 24" x 36".

1.  Name, address, and phone number of the following:
  - Property Owner(s)
  - Developer
2.  Date of preparation
3.  North Arrow
4.  Vicinity sketch showing location of the subject site
5.  I.D. & ownership of adjacent land
6.  Legal description of the property to be rezoned
7.  Boundary lines including dimensions
8.  Notation of existing zoning
9.  Notation of proposed zoning
10.  A letter requesting zoning change, identifying existing and proposed zoning, intended use and conditions/exception to allowable uses.

### Required Signage for Rezoning

#### SPECIFICATIONS:

- Speed Limit 20 MPH to 35MPH
  - Minimum Size: 2' x 2'
  - Sign color: white
  - Sign lettering: black lettering no less than 3" in height
    - One sign for each 300' of width fronting on a public street & visible from the public street
- Speed Limit 36 MPH and greater
  - Minimum Size: 4' x 8'
  - Sign color: white
  - Sign lettering: black lettering no less than 6" in height
    - One sign for each 1000' of width fronting on a public street & visible from the public street



Sign(s) shall be erected no less than seven (7) days before the hearing before the Plan and Zoning Commission, and shall remain in place until the final hearing before the City Council. It shall be the responsibility of the property owner to ensure that the signs are erected and maintained to be visible from the street rights-of-way. Failure on the part of the property owner to erect and maintain the public notification signs may be considered by the Commission and Council, along with all other facts and circumstances, in determining whether the request for rezoning shall be granted.

The property owner shall remove the signage within seven days of the date of the final action on the rezoning by the City Council.

## PETITION FOR REZONING

TO: Honorable Mayor and City Council  
Plan and Zoning Commission

We, the undersigned owners of the following described real estate

Legal Description / Address:

request that said real estate be rezoned from its present classification of \_\_\_\_\_ to \_\_\_\_\_ for the purpose of allowing the following use(s):

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The undersigned owners of real estate lying outside of said tract, but within two hundred and fifty (250') feet of the boundaries thereof, intervening streets and alleys not included in the computation of said distance, join in this petition for the purpose of having the above described real estate rezoned from \_\_\_\_\_ to \_\_\_\_\_.

**Parcel owner(s) signatures**

(owner name) \_\_\_\_\_ (Signature) \_\_\_\_\_

(owner name) \_\_\_\_\_ (Signature) \_\_\_\_\_

**Parcel owners within 250' of the above tract:**

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_