

# FORM A - Development Review Procedures



**BE INFORMED!** → Contact Planning and Development regarding current regulations and required applications.

## TYPE OF REQUESTS

### BOARD OF ADJUSTMENT

Appeal of Director's Decision  
 Conditional Use Permit  
 Conditional Use Permit Modification<sup>^</sup>  
 Floodplain Variance<sup>^</sup>  
 Variance<sup>^</sup>

### BOARD OF SUPERVISORS

Agricultural Subdivision Plat<sup>^</sup>  
 CDP Amendment  
 LDR Text Amendment  
 Major Subdivision—Preliminary and Final  
 Minor Subdivision  
 Official Zoning Map Amendment  
 R-C Overlay District Initial  
 Residential Parcel Subdivision<sup>^</sup>  
 Right-of-Way (ROW) Vacation  
 RMH Site Development Plan  
 Road Renaming  
 Waiver Request  
 Zoning Permit—Commercial and Industrial<sup>^</sup>

### ADMINISTRATIVE (STAFF)

Agricultural Exemption  
 Conditional Use Permit Modification  
 E911 Address  
 Home Business Permit  
 Property Research  
 Sign Permit Application  
 Zoning Permit—Non-commercial

## CONCEPTUAL REVIEW

A **CONCEPTUAL REVIEW MEETING** is required for all applications reviewed by the Board of Supervisors or Board of Adjustment. The regulations require that Conceptual Review be held before a formal application is filed in the next step.

<sup>^</sup>Conceptual Review Meeting requirement waived for these types of applications.

## SUBMIT COMPLETE APPLICATION

Complete **DEVELOPMENT APPLICATION** and submit it along with the appropriate fees and submittal requirements listed on **FORM B** for those requests listed below.

## SUBMIT COMPLETE APPLICATION

Review **FORM B - SUBMITTAL REQUIREMENTS** for those requests listed below to determine the items that need to be submitted for a complete application.

### STAFF REVIEW

Once an application is complete, staff will review the application and place it on the agenda for the **Interagency Review Team (IART)**.

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\*ZONING PERMIT—COMMERCIAL AND INDUSTRIAL ARE SCHEDULED FOR THE BOS AND DO NOT GO TO IART.

### PLANNING AND ZONING COMMISSION REVIEW

Application is put on the next available Planning and Zoning Commission Meeting.\*

\*THE COMMISSION ONLY RECOMMENDS TO THE BOARD OF ADJUSTMENT ON CONDITIONAL USE PERMITS.

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Application is put on the next available Planning and Zoning Commission Meeting.\*

\*ROAD RENAMINGS, RESIDENTIAL PARCEL, AND AGRICULTURAL SUBDIVISION PLATS ARE SCHEDULED FOR THE BOARD OF SUPERVISORS.

### REFERRAL TO CITY

Notification is sent to city if project lies within two (2) mile zone for action on the proposal.

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### BOARD OF ADJUSTMENT

After hearing by the Board of Adjustment, a 30-day appeal period begins in which the decision may be appealed to District Court. The written Decision and Order of the Board of Adjustment is recorded and sent to the applicant.

### BOARD OF SUPERVISORS

Applications noted with an \* above require the Board of Supervisors to act on at one meeting by a **RESOLUTION**; those with a ^ require three public hearings by the Board of Supervisors as an **ORDINANCE**.

### PERMITS ISSUED

Appropriate permits are issued by Planning and Development. In the case of zoning permit applications, a **FOUNDATION LOCATION INSPECTION** is required after the Preliminary Development Permit (PDP) is issued and after the footings are dug and forms erected, but prior to construction of a foundation and/or support structure. Fines listed on Form D - Fine Schedule may be imposed for not scheduling the required inspections.

### INSPECTIONS\*

After appropriate inspections have been conducted, all final permits are issued to the applicant.

\*NOT REQUIRED FOR AGRICULTURAL EXEMPTIONS.

### PERMITS ISSUED

Following action by the Board of Adjustment, appropriate applications for permits are submitted and acted upon administratively, including, as necessary, floodplain and zoning permits.

### PUBLICATION AND EFFECTIVE DATE OF ACTION

Following action by the Board of Supervisors, their decision is recorded and/or published as required by *Iowa Code*. The applicant is responsible for recording all resolutions.

Story County Planning and Development

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