

## REZONING REQUEST



**Apply to:** Housing & Community Development Department

A rezoning request must be made in writing and submitted to the Zoning Office.

- Submit a legal description of the property, a map showing the location of the property and written request, to the Zoning Office, for development review.
- Plan & Zoning Commission must review request, hold a public hearing, and make a recommendation to the City Council.
- City Council must review request, including three readings of ordinance change, and a public hearing, before final action can be taken.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers, and surveyors.