



Complete application can be emailed to [planning@ci.davenport.ia.us](mailto:planning@ci.davenport.ia.us)

**Property Address\***

\*If no property address, please submit a legal description of the property.

**Applicant (Primary Contact)**

Name:  
Company:  
Address:  
City/State/Zip:  
Phone:  
Email:

*Application Form Type:*

**Plan and Zoning Commission**

Zoning Map Amendment (Rezoning)  
Planned Unit Development  
Zoning Ordinance Text Amendment  
Right-of-way or Easement Vacation  
Voluntary Annexation

**Owner** (if different from Applicant)

Name:  
Company:  
Address:  
City/State/Zip  
Phone:  
Email:

**Zoning Board of Adjustment**

Zoning Appeal  
Special Use  
Hardship Variance

**Engineer** (if applicable)

Name:  
Company:  
Address:  
City/State/Zip  
Phone:  
Email:

**Design Review Board**

Design Approval  
Demolition Request in the Downtown  
Demolition Request in the Village of  
East Davenport

**Architect** (if applicable)

Name:  
Company:  
Address:  
City/State/Zip:  
Phone:  
Email:

**Historic Preservation Commission**

Certificate of Appropriateness  
Landmark Nomination  
Demolition Request

**Administrative**

Administrative Exception  
Health Services and Congregate  
Living Permit

**Attorney** (if applicable)

Name:  
Company:  
Address:  
City/State/Zip:  
Phone:  
Email:

**Preliminary Plat – Required for subdivisions of four lots or more.**

Property Location:

Total Land Area:

Total Number of Lots:

Does the Property Contain a Drainage Way or is it Located in a Floodplain Area:      Yes      No

**Submittal Requirements:**

- The completed application form.
- Required fee:  
Ten or fewer lots - \$400 plus \$25 per lot.  
Eleven to twenty-five lots - \$700 plus \$25 per lot.  
More than twenty-five lots - \$1,000 plus \$25 per lot.
- A PDF of the proposed plat at a scale of not less than one inch per one hundred feet, which depicts the following:
  - The location of existing property lines, section lines, easements, corporate limits and other legally established districts, streets, buildings, watercourses, tree masses and other existing features within the area to be subdivided and similar facts regarding existing conditions on the land.
  - The proposed location and width of streets, alleys, lots, building setback lines and easements.
  - Existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract and immediately adjacent thereto. The location and size of the nearest water main and sewer or outlet shall be indicated in a general way upon the plat.
  - Proposed name of the subdivision (which shall not duplicate any previously filed plat), the name of the land owner, land developer, and land surveyor.
  - The names and adjoining boundaries of all adjacent subdivisions and the names of record owners of adjoining parcels of unsubdivided land.
  - Existing contours with intervals of five feet or less.
  - North point, scale and date.
  - A vicinity sketch showing the proposed subdivision in relationship to surrounding development and street systems.

## **Final Plat – Required for subdivisions of two lots or more.**

Property Location:

Total Land Area:

Total Number of Lots:

Linear Feet of Streets Added:

Does the Property Contain a Drainage Way or is it Located in a Floodplain Area:      Yes      No

### **Submittal Requirements:**

- The completed application form.
- Required fee:
  - Ten or fewer lots - \$400 plus \$25 per lot.
  - Eleven to twenty-five lots - \$700 plus \$25 per lot.
  - More than twenty-five lots - \$1,000 plus \$25 per lot.
- A PDF of the proposed final plat at a scale of not less than one inch per one fifty feet, which depicts the following:
  - The boundary lines of the area being subdivided with accurate distances and bearings.
  - The lines of all proposed streets and alleys with their width and names.
  - The accurate outline of any property which is offered for dedication for public use.
  - The lines of all adjoining lands and the lines of adjacent streets and alleys with their width and names.
  - All lot lines and an identification system for lots and blocks.
  - Building lines and easements for any right-of-way provided for public use, services or utilities, or excess storm water passageways with figures showing their dimensions.
  - All dimensions, both linear and angular, necessary for locating subdivision boundaries, lots, streets, alleys, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of a foot.
  - Radii, arcs and chords, points of tangency, central angles for all curvilinear streets, and radii and tangents for all rounded corners.
  - All survey monuments and bench marks together with their descriptions.
  - Name of subdivision and description of property subdivided showing its location by distance and bearing to the nearest quarter section monument; points of compass; graphic scale of map; and name and address of owner or owners or the subdivider, or in the case of corporate ownership, the name and address of the registered agent of said corporation shall also appear on the plat;
- Prior to forwarding the proposed final plat to City Council:
  - One full size copy of corrected final plat with the original mylar/sepia and one reduced copy signed/stamped by the utility companies.
  - Executed platting certificates acceptable to the City of Davenport:
    - Acceptance by the City of Davenport.
    - Hold Harmless Agreement.
    - Assessment waiver (sidewalks and subdivision improvements).
    - Dedication of Owner.
    - Consent to platting where applicable.
    - Certificate of Attorney.
    - Surveyor's Certificate.
    - Certificate of County Treasurer.
    - Certificate of Subdivision Name by Scott County Auditor.

**The petitioner hereby acknowledges and agrees to the following procedure and requirements for submission and approval of a Preliminary Plat:**

- (1) Application:
  - The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required public hearings.
- (2) Plan and Zoning Commission's consideration of the proposed preliminary plat:
  - Planning staff will perform a technical review of the petition and present its findings and recommendation to the Plan and Zoning Commission.
  - The Plan and Zoning Commission will vote to provide its recommendation to the City Council. The Plan and Zoning Commission's recommendation is forwarded to the City Council.
- (3) City Council's consideration of the proposed preliminary plat:
  - The Committee of the Whole (COW) will consider the petition. Subsequently, the City Council will vote on the petition.

**The petitioner hereby acknowledges and agrees to the following procedure and requirements for submission and approval of a Final Plat:**

- (1) Application:
  - The submission of the application does not constitute official acceptance by the City of Davenport. Planning staff will review the application for completeness and notify the applicant that the application has been accepted or additional information is required. Inaccurate or incomplete applications may result in delay of required public hearings.
- (2) Plan and Zoning Commission's consideration of the proposed final plat:
  - Planning staff will perform a technical review of the petition and present its findings and recommendation to the Plan and Zoning Commission.
  - The Plan and Zoning Commission will vote to provide its recommendation to the City Council. The Plan and Zoning Commission's recommendation is forwarded to the City Council.
- (3) City Council's consideration of the final plat:
  - Prior to forwarding the petition to the City Council, the following must be provided to the Community Planning and Economic Development Department:
    - One full size copy of the corrected final plat and one reduced copy of the corrected final plat signed/stamped by the utility companies.
    - Executed platting certificate.
  - The Committee of the Whole (COW) will consider the petition. Subsequently, the City Council will vote on the petition.
- (4) Recordation:
  - After the Mayor signs the approved final plats and Acceptance by the City of Davenport, the final will be released to the Surveyor to obtain and return 21 full size copies to the Community Planning and Economic Development Department.
  - After the 21 copies are returned, two copies of the final plat and platting certificates will be released to the petitioner.
  - It is the petitioner's responsibility to record the final plat with the Scott County Recorder's Office.

Petitioner:

Date:

By typing your name, you acknowledge and agree to the aforementioned procedure and requirements.

Received by:

Date:

Planning staff

Date of Plan and Zoning Commission Public Hearing:

Plan and Zoning Commission meetings are held in City Hall Council Chambers located at 226 West 4<sup>th</sup> Street, Davenport, Iowa.

**Authorization to Act as Applicant**

I,  
authorize  
to act as applicant, representing me/us before the Plan and Zoning Commission and City Council.

\_\_\_\_\_

\_\_\_\_\_

Signature(s)

State of \_\_\_\_\_ ,  
County of \_\_\_\_\_ .  
Sworn and subscribed to before me

This            day of            20

\_\_\_\_\_

Form of Identification

\_\_\_\_\_

Notary Public

My Commission Expires:

## 2020 DEVELOPOMENT CALENDAR

### CITY PLAN & ZONING COMMISSION SCHEDULE

### CITY COUNCIL SCHEDULE

| <u>REZONING &amp; ROW<br/>VACATION</u><br>SUBMITTAL DEADLINE | <u>SUBDIVISION<br/>&amp; DEV. PLAN</u><br>SUBMITTAL DEADLINE | PLAN & ZONING<br>PUBLIC HEARING<br>(Preview for plats/plans) | PLAN & ZONING<br>COMMISSION MEETING | COUNCIL ITEMS<br>SUBMITTAL<br>DEADLINE | COMMITTEE<br>OF THE WHOLE<br>(PUBLIC HEARING) | CITY COUNCIL MEETING |
|--|--|--|-------------------------------------|--|---|----------------------|
| 12:00 PM - Monday  | 12:00 PM - Monday  | 5:00 PM - Tuesday  | 5:00 PM - Tuesday                   | 12:00PM - Friday                       | 5:30 PM - Wednesday                           | 5:30 PM - Wednesday  |
| <b>11/19/19</b>  | 12/02/19   | 12/10/19   | 12/24/19                            | 12/27/19                               | 01/08/20                                      | 01/15/20             |
| 12/02/19   | 12/16/19   | 12/24/19   | 01/07/20                            | 01/10/20                               | 01/22/20                                      | 01/29/20             |
| 12/17/19   | <b>12/28/19</b>  | 01/07/20   | 01/21/20                            | 01/24/20                               | 02/05/20                                      | 02/12/20             |
| <b>12/27/19</b>  | 01/13/20   | 01/21/20   | 02/04/20                            | 02/07/20                               | 02/19/20                                      | 02/26/20             |
| 01/13/20   | 01/27/20   | 02/04/20   | 02/18/20                            | 02/21/20                               | 03/04/20                                      | 03/11/20             |
| 01/27/20   | 02/10/20   | 02/18/20   | 03/03/20                            | 03/06/20                               | 03/18/20                                      | 03/25/20             |
| 02/10/20   | 02/24/20   | 03/03/20   | 03/17/20                            | 03/20/20                               | 04/01/20                                      | 04/08/20             |
| 02/24/20   | 03/09/20   | 03/17/20   | 03/31/20                            | 04/03/20                               | 04/15/20                                      | 04/22/20             |
| 03/09/20   | 03/23/20   | 03/31/20   | 04/21/20                            | 04/24/20                               | 05/06/20                                      | 05/13/20             |
| 03/30/20   | 04/13/20   | 04/21/20   | 05/05/20                            | 05/08/20                               | 05/20/20                                      | 05/27/20             |
| 04/13/20   | 04/27/20   | 05/05/20   | 05/19/20                            | 05/22/20                               | 06/03/20                                      | 06/10/20             |
| 04/27/20   | 05/11/20   | 05/19/20   | 06/02/20                            | 06/05/20                               | 06/17/20                                      | 06/24/20             |
| 05/11/20   | <b>05/22/20</b>  | 06/02/20   | 06/16/20                            | 06/19/20                               | 07/01/20                                      | 07/08/20             |
| <b>05/22/20</b>  | 06/08/20   | 06/16/20   | 06/30/20                            | 07/03/20                               | 07/15/20                                      | 07/22/20             |
| 06/08/20   | 06/22/20   | 06/30/20   | 07/14/20                            | 07/24/20                               | 08/05/20                                      | 08/12/20             |
| 06/22/20   | 07/06/20   | 07/14/20   | 08/04/20                            | 08/07/20                               | 08/19/20                                      | 08/26/20             |
| 07/13/20   | 07/27/20   | 08/04/20   | 08/18/20                            | 08/21/20                               | 09/02/20                                      | 09/09/20             |
| 07/27/20   | 08/10/20   | 08/18/20   | 09/01/20                            | 09/04/20                               | 09/16/20                                      | 09/23/20             |
| 08/10/20   | 08/24/20   | 09/01/20   | 09/22/20                            | 09/25/20                               | 10/07/20                                      | 10/14/20             |
| 08/31/20   | 09/14/20   | 09/22/20   | 10/06/20                            | 10/09/20                               | 10/21/20                                      | 10/28/20             |
| 09/14/20   | 09/28/20   | 10/06/20   | 10/20/20                            | 10/22/20                               | 11/04/20                                      | 11/10/20             |
| 09/28/20   | 10/12/20   | 10/20/20   | 11/03/20                            | 11/05/20                               | 11/18/20                                      | <b>11/24/20</b>      |
| 10/12/20   | 10/26/20   | 11/03/20   | 11/17/20                            | 11/20/20                               | 12/02/20                                      | 12/09/20             |
| 10/26/20   | 11/09/20   | 11/17/20   | 12/01/20                            | <b>cancelled due to holiday</b>        |   |                      |
| 11/09/20   | 11/23/20   | 12/01/20   | 12/15/20                            | 12/11/20                               | 12/30/20                                      | 01/06/21             |
| 11/23/20   | 12/07/20   | 12/15/20   | 12/29/20                            | 12/23/20                               | 01/13/21                                      | 01/20/21             |
| 12/07/20   | 12/21/20   | 12/29/20   | 01/05/21                            | 01/08/21                               | 01/27/21                                      | 02/03/21             |
| 12/14/20   | 12/28/20   | 01/05/21   | 01/26/21                            | 01/22/21                               | 02/10/21                                      | 02/17/21             |

- SUBMISSION & MEETING DATES MAY BE CHANGED DUE TO HOLIDAY **MARKED IN RED**
- ORDINANCES REQUIRE THREE CONSIDERATIONS BEFORE CITY COUNCIL
- DATES SUBJECT TO CGHHANE DUE TO HOLIDAYS **MARKED IN RED**
- DELAYS MAY OCCUR UPON THE PETITION REACHING THE CITY COUNCIL'S AGENDA