

Office Use Only		\$	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



**JOHNSON COUNTY, IOWA**

**APPLICATION FOR: CONDITIONAL USE PERMIT**

Application is hereby made for approval of a (state the official use as listed in the Johnson County UDO, and briefly describe the proposed use [e.g. Home Industry for Antique shop, Special Events for Corn Maze, etc.]):

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On property located at (street address if available or layman's description):

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Parcel Number(s): \_\_\_\_\_

The property consists of \_\_\_\_\_ total acres, and is currently zoned \_\_\_\_\_

*Note: This Conditional Use Permit is subject to any conditions outlined in chapter 8:1.23 of the Unified Development Ordinance and any other conditions deemed appropriate by the board of Adjustment to protect public health, safety, and welfare.*

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Applicant (if different)

\_\_\_\_\_  
Applicant Street Address (including City, State, Zip)

\_\_\_\_\_  
Applicant Phone

\_\_\_\_\_  
Applicant Email

\_\_\_\_\_  
Applicant Signature

**[See back page for Application Submittal Requirements and Checklist](#)**

**[Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office \(913 South Dubuque Street, Iowa City, IA 52240\)](mailto:planning@johnsoncountyiowa.gov)**

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. Once submitted, county staff will review the materials and request revisions (if necessary). Once all revisions and outside reviews have been received, the application will be placed on the next available Board of Adjustment agenda.

If working with an engineer who can provide CAD or GIS line work, electronic submissions should be submitted in accordance with the PDS department’s electronic submission guidelines (see below). Preference is that electronic submission is prior to hard copy submission, but will be accepted until 12:00 p.m. the day after the submittal deadline.

***Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.***

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard copy
Application Fee (varies based on application. Fee: \$ _____ )		
This application form with all information completed		(2)
Brief cover letter explaining the proposed use including but not limited to the number of employees, parking facilities, days and hours of operation, estimate of maximum number of customers expected on site an any one time, provisions for water and wastewater, types of equipment to be used, signage, etc		
Site plan identifying the access, structure(s) for the proposed use, parking areas, signage location, and addressing any Supplemental Conditions required by Chapter 8:1.23		
If working with an engineer: CAD line work of the site plan, following the guidance below		
Proof of application to the Johnson County Health Department for a Public Health Zoning Application		
<p><u>For requests to establish Utility Scale Solar</u> (use area of 20 acres or less):</p> <ul style="list-style-type: none"> <li>• Completed “Application Checklist for Utility-Scale Solar Systems (Supplemental Conditions)”, accompanied by all information outlined on said checklist.</li> <li>• Electronic Submission of all materials is required.</li> </ul>		
<p><u>For requests for Commercial Communications Towers</u>, include the following:</p> <ul style="list-style-type: none"> <li>• Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance, or an <u>approved</u> Sensitive Areas waiver.</li> <li>• Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an <u>approved</u> waiver</li> </ul>		

**Electronic Submission Requirements for CAD line work:**

- Must be in AutoCAD 2017 or older and .dwg format (.dxf is also acceptable, no .zip files will be accepted).
- Submissions must use Coordinate System: NAD\_1983\_StatePlane\_Iowa\_South\_FIPS\_1402\_Feet
- If applicable, submission should include information for Sensitive Areas Analysis/Mapping and Stormwater/Soil Erosion Control infrastructure on the site. This includes any limits of disturbance or other impact areas.
- Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.