



Zoning Division

Residential Parcel Split Process

Now that your application for a parcel split has been submitted and determined to be complete, here is a rundown of what to expect, including important meeting dates. After the application has been submitted, zoning staff will place a minimum of one sign on your property and take pictures of the site. These signs must be visible to the traveling public, posted at least 15 days prior to the Planning & Zoning Commission meeting and remain in place until the parcel split case is approved or disapproved by the Board of Supervisors.

1. TECHNICAL REVIEW COMMITTEE MEETING

This is an interdepartmental meeting of representatives from the Department of Planning & Development, Engineering Department, Health Department, Natural Resources Conservation Service, Corridor Metropolitan Planning Organization, 911 Board, Conservation Department, Iowa Department of Transportation, and Emergency Management Agency. You are asked to attend this meeting to provide additional information on your request. This meeting provides an open forum for staff to review and consider the case, and for you to discuss your application.

As a courtesy, owners of property within 500 feet of your proposal will also be notified by letter of the date, time and place of all meetings involving your case.

2. APPROXIMATELY ONE WEEK AFTER THE TECHNICAL REVIEW COMMITTEE MEETING

You will receive by mail a staff report that lists the conditions (requirements) placed on your proposal as recommended by the Technical Review Committee. It is important that you work closely during this entire process with each department on the Committee to ensure all the conditions listed in your staff report are met. If you have questions, need clarification or want modification to any of the conditions, please contact the individual Technical Review Committee department under which that condition is listed. The department contact name and phone number are included in the staff report.

3. PLANNING & ZONING COMMISSION MEETING

You will receive a letter notifying you of the date, time, and place of the Planning & Zoning Commission meeting, along with an agenda. Typically, all Residential Parcel Splits are approved on the *Consent Agenda* without discussion by the Commission. However, if any Commission member or audience member wishes to discuss the case, it will be removed from the *Consent Agenda* and reviewed individually.

4. APPROXIMATELY ONE WEEK AFTER THE PLANNING & ZONING COMMISSION MEETING

You will receive by mail an updated staff report reflecting any changes to the conditions that have occurred to this point. Please replace the original report with the updated version. You will also receive an *Acceptance of Conditions* form that states you have read, understand, and agree to the conditions listed in the staff report. Please return this form to the Department of Planning & Development as soon as possible in the envelope provided. The signed form is one of the conditions of approval.

5. BOARD OF SUPERVISORS FINAL APPROVAL

It is your responsibility to continue to work with Planning & Development staff and the Technical Review Committee members to ensure all conditions of your proposal are being completed. Staff will place your RPS request on the Board of Supervisors agenda for final approval when confirmation is received that all conditions have been met. You are not required to attend this meeting unless specifically asked by staff or the Board.

A Residential Parcel Split approved by the Board of Supervisors is not legal or binding until current taxes are paid, an attorney's opinion has been provided, the abstract updated, and all documents recorded at one time in the Office of the County Recorder within one year after the Board of Supervisor's approval.

**If you have any questions or concerns, please contact
Linn County Planning & Development
319-892-5130**