

BOUNDARY ADJUSTMENT NOTICE REQUIREMENTS - QUICK REFERENCE TABLE

100% Voluntary (Non-Urban)

Action	Recipients	Communication	Included Requirements	Method	Minimum Notice Requirements
Council Action	Board of Supervisors	Notice of Application(s); Notice of Public Hearing	Copy of Application(s); Legal Description(s); Map(s); Time, Date & Location of Hearing	Certified Mail	14 business days prior to Council Action
Public Hearing	General Public	Published Public Notice; Written Notice of Application(s)	Legal Description(s); Time, Date & Location of Hearing	Official County Newspaper	10 business days prior to Council Action

100% Voluntary (Urban)

Action	Recipients	Communication	Included Requirements	Method	Minimum Notice Requirements
Council Action	Board of Supervisors; Affected Public Utilities; Regional Planning Authority; City Council(s) within 2 miles	Notice of Application(s); Notice of Public Hearing	Copy of Application(s); Legal Description(s); Map(s); Time, Date & Location of Hearing	Certified Mail	14 business days prior to Council Action
Council Action (Conditional Recipients)	Iowa Attorney General (if territory includes property owned by State of Iowa); County Attorney (if territory includes territory within the County Road Right of Way); Railroad (if territory includes property owned by railroad)	Notice of Application(s); Notice of Public Hearing; Written Notice of Application(s)	Legal Description(s); Time, Date & Location of Hearing	Regular Mail	14 business days prior to Council Action
Public Hearing	General Public	Published Public Notice; Written Notice of Application(s)	Time, Date & Location of Hearing	Official County Newspaper	10 business days prior to Council Action

80/20 Voluntary (Non-Urban)

Action	Recipients	Communication	Included Requirements	Method	Minimum Notice Requirements
Consultation (must be held at least 14 business days prior to mailing prior to Council Action)	Board of Supervisors; Township Trustees	Notice of Application(s); Notice of Consultation Meeting	Copy of Application(s); Legal Description(s); Map(s); Time, Date & Location of Consultation	Regular Mail	No minimum defined by Iowa Code – suggested 10 business days
Council Action	Each Non-Consenting Property Owner; Affected Public Utilities	Notice of Application(s); Notice of Public Hearing	Copy of Application(s); Legal Description(s); Map(s); Time, Date & Location of Hearing	Certified Mail	14 business days prior to Council Action
Council Action	Board of Supervisors; Each Non-Consenting Property Owner; Each Adjoining Property Owner; Affected Public Utilities; Regional Planning Authority	Notice of Application(s); Notice of Public Hearing; Written Notice of Application(s)	Time, Date & Location of Hearing; Legal Description(s)	Regular Mail	14 business days prior to Council Action
Council Action (Conditional Recipients)	Iowa Attorney General (if territory includes property owned by State of Iowa); County Attorney (if territory includes territory within the County Road Right of Way); Railroad (if territory includes property owned by railroad)	Notice of Application(s); Notice of Public Hearing; Written Notice of Application(s)	Legal Description(s); Time, Date & Location of Hearing	Regular Mail	14 business days prior to Council Action
Public Hearing	General Public	Published Public Notice; Written Notice of Application(s)	Time, Date & Location of Hearing; Legal Description(s)	Official County Newspaper	10 business days prior to Council Action

80/20 Voluntary (Urban)

Action	Recipients	Communication	Included Requirements	Method	Minimum Notice Requirements
Consultation (must be held at least 14 business days prior to mailing prior to Council Action)	Board of Supervisors; Township Trustees	Notice of Application(s); Notice of Consultation Meeting	Copy of Application(s); Legal Description(s); Map(s); Time, Date & Location of Consultation	Regular Mail	No minimum defined by Iowa Code – suggested 10 business days
Council Action	Each Non-Consenting Property Owner; Affected Public Utilities; City Council(s) within 2 miles; Board of Supervisors; Regional Planning Authority	Notice of Application(s); Notice of Public Hearing	Copy of Application(s); Legal Description(s); Map(s); Time, Date & Location of Hearing	Certified Mail	14 business days prior to Council Action
Council Action	Board of Supervisors; Each Non-Consenting Property Owner; Each Adjoining Property Owner; Affected Public Utilities; Regional Planning Authority	Notice of Application(s); Notice of Public Hearing; Written Notice of Application(s)	Time, Date & Location of Hearing; Legal Description(s)	Regular Mail	14 business days prior to Council Action
Council Action (Conditional Recipients)	Iowa Attorney General (if territory includes property owned by State of Iowa); County Attorney (if territory includes territory within the County Road Right of Way); Railroad (if territory includes property owned by railroad)	Notice of Application(s); Notice of Public Hearing; Written Notice of Application(s)	Legal Description(s); Time, Date & Location of Hearing	Regular Mail	14 business days prior to Council Action
Public Hearing	General Public	Published Public Notice; Written Notice of Application(s)	Time, Date & Location of Hearing; Legal Description(s)	Official County Newspaper	10 business days prior to Council Action

Discontinuance

Action	Recipients	Communication	Included Requirements	Method	Minimum Notice Requirements
Public Hearing	General Public	Published Public Notice	Description of Discontinuance Action; Time, Date & Location of Hearing	Official County Newspaper	10 business days prior to Council Action

The City Development Board ("Board") provides this summary for general informational purposes only and is not intended to serve as a precise statement of Iowa law concerning boundary adjustments. For further information, review Iowa Code Chapter 368 and Iowa Administrative Code 263. Should you have legal questions concerning the boundary adjustment process, including annexations, city personnel are strongly encouraged to contact their City Attorney.