



Office Address: 1025 31st St. SE  
Mailing Address: PO Box 5006  
Minot, ND 58702  
Email: planner@minotnd.gov  
Office Number: 701-857-4122

## Planning Department

### Zoning Map Amendment Checklist

**Voluntary Pre-Application Meeting Per Section 9.1-7 B.**

Prior to submitting a complete application to the Planning Division, applicants are encouraged to do the following:

- Meet with a Planning Division staff person to review the proposed zoning map amendment application. This meeting provides a screening process to identify and resolve potential issues before the application is submitted. Upon review, the staff person will either recommend further pre-application review with the Development Review Team or formal submittal of the zoning map amendment application.
- Meet with the Development Review Team to solicit City input beyond the Planning Division. City staff will schedule the Development Review Team meeting and invite all participants.

**An aerial with property boundaries for the subject property(ies) and adjoining lands.**

**Letter of Intent**, a written description that clearly explains the following:

- The existing and proposed zoning designations.
- The reason for the requested zoning change.
- A list of proposed use types.

**Any of the following items must be submitted with your application as required by staff:**

- A generalized location map showing the location of the proposed site in relation to the city.
  - A generalized map of the immediate vicinity, showing adjacent land uses and zoning districts.
  - Location of all building and structures on the proposed site.
  - Elevation drawing or illustrations indicating the architectural treatment of all proposed building and structures, if available.
- Completed Application Form**, signed by the property owner(s).
- Application Fee**, as listed on application cover sheet.

\*Application form are available at the Planning Division or on the City's website.

**Comments:**