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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: