

City of North Branch

Rezoning Process



Procedure for Rezoning Land

When a proposed use is not permitted by ordinance at a certain location, the only way it can be allowed is through rezoning. The applicant should begin the process by contacting the Planning Director for the proper application form and necessary submittals. The City of North Branch has an adopted Comprehensive Plan showing the ultimate use of the property. Consequently, requests for rezoning should be discussed in terms of their effect on the purpose and intent of the Comprehensive Plan for the area, as well as their effect on the general health, safety, and welfare of the community.

The application, rezoning fee and other necessary information should be received by staff prior to the deadline set by the Planning Director, approximately 21 days prior to the Planning Commission meeting to ensure proper public notice and staff review. Failure to submit a complete application can delay the process for up to a month.

Once the required information is provided to the City, the Planning Director will refer the rezoning application to the applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will make a recommendation. The recommendation will be forwarded to the City Council for action at its first meeting of the following month.

Rezoning Checklist

Rezoning application.

Rezoning Fee (\$300).

A list of all property owners within 350 feet of subject property.

A legal description of the subject property.

Additional documents needed to explain request.

City of North Branch Rezoning Application



LOCATION OF PROJECT (ADDRESS)	ASSESSOR PARCEL NO.	ZONING
NAME OF PROPOSED PROJECT		COMP. PLAN DESIGNATION

APPLICANT NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
APPLICANT ADDRESS	CITY	STATE ZIP
PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE () -	HOME PHONE () -
PROPERTY OWNER ADDRESS	CITY	STATE ZIP

PROPOSED ZONING	
WATER / SEWER FACILITIES AVAILABLE	SIZE OF PARCEL

<p>PROPERTY OWNER CONSENT X_____</p> <p>I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.</p>
<p>APPLICANT SIGNATURE X_____</p> <p>I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.</p>

<p>___ Application form date _____</p> <p>___ Fee \$300</p>
