

City of North Branch

Zoning Ordinance Amendment Process



Procedure for Processing a Zoning Ordinance Amendment

A Zoning Ordinance Amendment allows an applicant the opportunity to propose changes to the Zoning Ordinance. An amendment can be done to district boundaries or the text of the ordinance. It can be initiated by the City or a property owner requesting a change.

Applicants should begin by contacting the Planning Director to discuss the proposal. The Zoning Ordinance Amendment application, fee, and other necessary information should be received by the City approximately 21 days prior to the next regularly scheduled Planning Commission meeting. 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 amendment application to the next applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will make a recommendation. That recommendation will be forwarded to the City Council for action at its first meeting of the following month.

Zoning Ordinance Amendment Checklist

Zoning Ordinance Amendment application.

Zoning Ordinance Amendment Fee (\$300).

A list of all property owners within 350 feet of subject property, if applicable.

A legal description of the subject property, if applicable.

Additional documents needed to explain request.

City of North Branch Zoning Ordinance Amendment Application



| GENERAL INFORMATION | |
|---|--------------|
| Applicant's Name: | Phone Number |
| Applicant's Address: | |
| ZONING AMENDMENT APPLICATION INFORMATION | |
| Proposed Amendment: | |
| Brief narrative description and reason for the request: | |
| Please attach any additional documents necessary to explain your request. | |

I hereby certify that all data contained herein, as well as supporting data are true and correct to the best of my knowledge.

Signature of Applicant Date

| | | | |
|----------------------|-----------------|----------------------------|--|
| For Office Use Only: | Fees: _____ | Approvals: _____ | |
| | Total Fee _____ | Planning Commission: _____ | |
| | Receipt # _____ | City Council: _____ | |
| | Date Paid _____ | Resolution: _____ | |