

**COMPREHENSIVE PLAN AMENDMENT
SUPPLEMENTAL
APPLICATION**

Please mail or drop off the following form at the address below when completed:

City of Bowman
101 1st Street NE
Bowman, North Dakota
58623-0012

If you have any questions regarding the submission of this application, please contact the Zoning Director at 701-523-3309

Procedures:

Once the application is submitted by the applicant or his/her agent and deemed to be complete, City staff will review the request and then prepare a report with a recommendation. In accordance with state law (North Dakota Century Code [NDCC], sections 40-48-8 to 40-48-11), the application will be reviewed by the Planning Commission and the City Commission at their respective meetings during a public hearing. Both hearings must be noticed by letter to all surrounding property owners that are within 150 feet of the subject property, and noticed by publication of the description of the proposed request in the City's official newspaper (The Bowman Pioneer). Noticing requirements for the Planning Commission and City Commission take 3 weeks to complete and must occur chronologically and not concurrently, and therefore applicants are encouraged to plan accordingly.

At the advertised public hearings, the applicant and all other interested parties will be heard by either 1) speaking or 2) writing and submitting their testimony (forms will be available). The Planning Commission will hear the item first, and will make a recommendation to the City Commission of approval, denial, or tabling pending more information or site inspection. After a decision is made by the City Commission, the Zoning Director will complete an Action Letter that will be forwarded to the City Auditor and the applicant.

Appeals of any recommendation by the Planning Commission must be made within 10 business calendar days of the Planning Commission meeting. Any person aggrieved by the decision may file an appeal by submitting the appropriate form and fee to the Bowman City Hall Office. After the appeal period expires, the item will be scheduled for the next available City Commission meeting upon which a final decision will be made. The City Commission's decision on the Master Plan amendment is final.

An applicant whose proposal is denied by the City Commission may not institute a new application on substantially the same project within a period less than 12 months from the date of action by the City Commission on the original application, unless the City Commission has first determined that its original decision was based on an error, lack of information, a misrepresentation of the facts, or that there has been a substantial change in the subject property.

APPLICATION FOR A MASTER PLAN AMENDMENT

Not all questions will be applicable to your project. For assistance in determining applicability please make an appointment with the Zoning Director prior to filling out the application.

The owner or duly authorized agent of the owner of the property herein described requests the City Commission of the City of Bowman, after having received a recommendation from the Planning and Zoning Commission, approve a Master Plan Amendment for the purpose described herein. In approving the Master Plan Amendment, the City Commission must find that the following criteria are met:

- a. There has been a change in the area or in the conditions on which the current designation was based which warrants the amendment;
- b. The density and intensity allowed by the amendment is sensitive to the existing land uses and is compatible with the existing adjacent land use designations;
- c. The amendment will provide for orderly physical growth of the City, enhance existing development, and maintain or improve safe, convenient walkable and drivable neighborhoods;
- d. There are or are planned to be adequate transportation, recreation, utility and other facilities to accommodate the uses and densities permitted by the proposed Master Plan designation/text change; and
- e. The proposed amendment is in substantial conformance with the goals and policies of the Master Plan.

STATE THE MASTER PLAN LAND USE DESIGNATIONS, ZONING DESIGNATIONS AND PRESENT USES OF ALL ADJACENT PROPERTIES:

NORTH _____

SOUTH _____

EAST _____

WEST _____

IS THE MASTER PLAN AMENDMENT A REQUEST TO CHANGE A LAND USE DESIGNATION OR A TEXT AMENDMENT TO THE MASTER PLAN DOCUMENT?

IF REQUESTING A LAND USE DESIGNATION CHANGE, WILL THE CHANGE RESULT IN THE NEED TO REDESIGNATE THE ZONING ASSIGNED TO THE PROPERTY?

PROVIDE A DESCRIPTION OF WHY THE MASTER PLAN AMENDMENT IS BEING SOUGHT AT THIS TIME:

HOW WILL THE PROPOSED MASTER PLAN AMENDMENT AFFECT THE EXISTING LAND USE PATTERNS IN THE AREA?

The following items must be included with this application:

Bowman Unified Development Application

IF THE AMENDMENT IS A LAND USE DESIGNATION CHANGE, SUBMIT THE FOLLOWING:

8 ½ X 11 Site Plan drawn with at 1" = 20' with an engineer's scale

8 ½ X 11 Vicinity Map with surrounding zoning and master plan designations

Legal description of the subject property*

IF THE AMENDMENT IS A TEXT AMENDMENT:

Proposed text modifications

*Drawings or Letters that must be completed by a registered engineer