

# **ZONE CHANGE SUPPLEMENTAL APPLICATION**

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

City of Bowman  
101 1<sup>st</sup> Street NE  
Bowman, North Dakota  
58623-0012

If you have any questions regarding the submission of this application, please feel free to contact City Staff 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 40-47-01 and 40-47-04), the application will be reviewed by the Planning and Zoning Commission and the City Commission at their respective meetings during a public hearing. All hearings must be noticed by letter to each surrounding property owner that is 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 and Zoning Commission and City Commission take 3 weeks to complete and must occur chronologically (not concurrently), and therefore applicants are encouraged to plan accordingly.

The Planning and Zoning Commission will hear the item first at an advertised public hearing, and will make a recommendation to the City Commission of approval, denial, or tabling pending more information or site inspection. The item will then be heard by the City Commission at an advertised public hearing, and a final decision on the matter will be made. During the 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). Once completed, the Zoning Director will issue an Action Letter that will be forwarded to the City Auditor and the applicant.

Even though Zone Changes must also be heard by the City Commission, an appeal of the recommendation made by the Planning and Zoning Commission may still be filed. This alerts the City Commission that there is opposition to the request. Any person aggrieved by the decision may file an appeal with the Zoning Director within 10 calendar business days after the Planning and Zoning Commission's decision on the item by submitting the appropriate form and fee at 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.

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 ZONE CHANGE

Please make an appointment with the Zoning Director prior to filling out this application to determine which questions and submittal requirements are applicable to your project.

The owner or duly authorized agent of the owner of the property herein described requests the City Commission of the City of Bowman to approve the change of zoning of said property. In approving the Zone Change, the City Commission must find that the following criteria are met:

- a. There is growth and/or other development factors in the community that support the change in zoning;
- b. There are, or are planned to be adequate services and infrastructure to support the proposed zone change in addition to the existing uses in the area;
- c. The change in zoning provides for an appropriate use of the property;
- d. The change in zoning is in substantial conformance with the Comprehensive Plan; and
- e. The proposed zoning is sensitive to and/or compatible with the use and development of abutting and/or adjacent properties.

HAS THE NEED FOR AN AMENDMENT TO THE MASTER PLAN BEEN MADE BY PLANNING STAFF?

Yes, an amendment is required       No, an amendment is not required

IS THE ZONE CHANGE A REQUEST TO CHANGE A ZONING DISTRICT, A TEXT AMENDMENT TO THE ZONING CODE, OR A REQUEST FOR A PUD?

---

---

---

SUMMARY OF THE PROPOSED PROJECT IF A ZONE CHANGE TO A NEW DISTRICT IS REQUESTED (Include type of activity, number of employees, description of structures to be built/used, hours of operation): \_\_\_\_\_

---

---

REASON FOR REQUEST (include any changes which have occurred in the area which would warrant granting this request): \_\_\_\_\_

---

---

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

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

EAST \_\_\_\_\_

WEST \_\_\_\_\_

IDENTIFY THE IMPACTS OF THE PROPOSED USE/S ON ADJACENT LAND USES AND PUBLIC FACILITIES AND SERVICES (i.e. noise, traffic generation, hours of operation, odors, smoke, dust, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IDENTIFY THE SOURCE OF WATER AND METHOD OF SEWAGE DISPOSAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW WILL THE PROPOSED ZONE CHANGE AFFECT THE EXISTING LAND USE PATTERNS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Zoning Director will determine if any of the following items must be included with this application:**

- Bowman Unified Development Application

IF THE AMENDMENT IS A ZONE CHANGE TO ANOTHER DISTRICT, SUBMIT THE FOLLOWING:

- 8 ½ X 11 Site Plan
- 8 ½ X 11 Vicinity Map with zoning and master plan designations

IF THE ZONE CHANGE IS A TEXT AMENDMENT TO THE DEVELOPMENT CODE, SUBMIT THE FOLLOWING:

- Proposed text modifications

All drawings must be submitted using an engineer's scale at 1" = 20' or greater

\*Drawings must be submitted and stamped by a licensed engineer in the state of North Dakota