



102 3rd Avenue SE
 Jamestown, ND 58401
 Office: 701-252-5900
 Fax: 701-252-5903

**APPLICATION FOR ZONING MAP AMENDMENT
 (CHANGE IN ZONING)**

Applicant:			
Name:		Mailing Address:	
Telephone:		E-mail Address:	
Property Owner (If Different than Applicant):			
Name:		Mailing Address:	
Telephone:		E-mail Address:	
Contact Person/Agent:			
Name:		Mailing Address:	
Telephone:		E-mail Address:	

Property Information:	
Legal description of property (lot, block, addition):	
Property Street Address:	
Existing Zoning:	Proposed Zoning:
Acreage:	Number of Lots:
Brief description of zoning change, including reason(s) for the request:	
Land Use and Growth Management Plan:	
Jamestown's Comprehensive Plan is an officially adopted document which provides future land use guidance and serves as the basis for zoning decisions. The Plan designates future land uses for areas in and around the city. If the requested zoning change does not match the future land use designation, an amendment to the Plan can be requested. Such Plan amendments must be approved by the City before a zoning change can be considered.	
What is the Growth Management Plan's future land use designation for the subject property?	
Does the requested zoning match the future land use as shown on the Growth Management Plan? Yes _____ No _____	
Does the applicant request an amendment to Jamestown's Land Use and Growth Management Plan? Yes _____ No _____	

This application is filed complete with the submittal of the required elements. I certify that all of the property owners of the lots or parcels of land described have signed or ratified this application.

(Applicant's Signature)	(Date)
(Owner's Signature, if different)	(Date)
(Additional Owner's Signature, if applicable)	(Date)

Submittal Requirements		
	Submitted:	Not Applicable:
Fee of \$200.00		
Description of zoning change by legal description		

§11 – Amendments

B.1. Fee for publication required. Any proposed amendment under this ordinance must be accompanied by a filing fee, such fee as may be established from time to time by resolution of the city council, to be paid to the city auditor by the applicant and shall be used to help defray expenses of giving notice of the hearing and other expenses in connection therewith. Any costs incurred in excess of the above fee shall be charged to the applicant. The City of Jamestown and any of its agencies are hereby exempt from the provisions of this section.

- C.** Vote, after protest. If a protest against a change, supplement, modification, amendment or repeal is filed, duly signed by owners of twenty percent or more:
1. Of the area of the lots included in such proposed change; or
 2. Of the area adjacent, extending one hundred fifty feet from the area to be changed, excluding the width of street.

The amendment shall not become effective except by the favorable vote of three-fourths of all the members of the city council.

City Hall Use Only			
Date Application was Received:		Received By:	
Application Fee Received:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Planning Commission			
Publication Date:		Public Hearing Date:	
Date Approved:		Date Denied:	
City Council			
Publication Dates:		Public Hearing Date:	
First Reading:		Second Reading:	
Date Approved:		Date Denied:	
Copy to Assessor and Public Works:			

City of Jamestown
102 3rd Ave SE
Jamestown, ND 58401

Guidelines For Requesting Zone Change

1. Completion of the application form.
2. Payment of the established application fee which must be submitted with the signed application form.
(Applicant will be billed for any city costs in excess of the application fee.)
3. The zoning administrator, upon receipt of a completed application request for zone change and collection of the application fee, shall publish a notice of a public hearing once a week for two consecutive weeks in the official newspaper. The applicant will supply a digital version of the proposed zone change for public notice. (Public notice needs to appear in the paper no sooner than 10 days of the public hearing) .
Public Notice Dates _____
4. Identification of the zone change has to be sent to all property owners within 150' of the proposed area to be rezoned. Such mailing shall be addressed to the record title owners of the properties and mailed not less than 15 days prior to said public hearing date. _____
Date Notice Will Be Mailed
5. Public hearing held before Planning Commission. Planning Commission may approve, conditionally approve or deny the request. Applicant complies with conditions as set by the Planning Commission.
_____ Date of Public Hearing
6. Following the public hearing and action before the Planning Commission, the city auditor shall publish a notice of public hearing to be held at the first regularly scheduled City Council meeting possible to comply with the public notice requirements. (Notice must be published once a week for two consecutive weeks).
_____ First Reading Date
7. The public hearing may be held prior to the first reading of an ordinance for amendment or prior to the second reading and final action of the ordinance before the City Council. First reading and second reading are a month apart. _____ Second Reading Date

Estimated Time 8 – 12 Weeks