

**GRANT COUNTY**  
**PLANNING & ZONING DEPARTMENT**  
**APPLICATION FOR A ZONE CHANGE**

*The planning staff is available to discuss this application and answer questions. Once a complete application is received, it will be reviewed by the planning administrator or his designee and then scheduled for a public hearing with the Planning and Zoning Commission, who will make a recommendation to the board of County Commissioners. A second public hearing will be scheduled with the Board of County Commissioners who will make the final decision.*

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Engineer/Architect/Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Owner on Record: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Surrounding Land Use: \_\_\_\_\_

Legal Description: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

1. Please provide a one paragraph narrative description of the development project:

*Example: "The project is to construct a housing development in a Residential zoning district. Proposed are X number of units on X number of lots. This application for a Zone Change is requested because the proposed use is not allowed in the existing zoning district. Additional required applications are also requested and included in this development application package."*

2. Has the Zoning Board granted any variance, conditional use, or special permit concerning this property? (circle one)

Applicant            yes    no    not applicable

**Office only            yes    no    not applicable**

*If so, please describe:*

3. Is the variance from the Zoning Ordinances requested? (circle one)

Applicant            yes    no    not applicable

**Office only            yes    no    not applicable**

*If so please describe:*

4. Are all other necessary development application included in a bound application package?

Applicant            yes    no    not applicable

**Office only            yes    no    not applicable**

*If not applicable, please explain:*

5. Are the following items attached to the application:

- a. Sketch plan displaying lot and building configuration?
- b. Certified survey map or subdivision site plan (if applicable)?

Applicant            yes    no    not applicable

**Office only            yes    no    not applicable**

6. List all contiguous land holdings in the same ownership:

7. If applicant is not owner of record, attach letter from owner of record concurring with proposed zoning.

IN THE EVENT OF CORPORATE OWNERSHIP: a list of all directors, officers, stockholders of each corporation owning more than five per cent (5%) of any class of stock must be attached.

#### Acknowledgement

I hereby certify under penalty of perjury and the laws of the State of North Dakota that the information submitted herein, on all other forms, documents, plans or any other information submitted as part of this application to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand and approval based thereon may be rescinded and other enforcement action taken. The signing of this application signifies approval for representatives of Grant County to be present on the property for routine monitoring and inspection during the approval and development process.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit all documents back to the Grant County Planning and Zoning Department*

#### ***REQUIRED ITEMS***

1. *Narrative that addresses the criteria below.*
2. *Ten (10) copies of the Plat of Survey labeled "Change of Zone".*
  - a. *Legal description*
  - b. *Vicinity map showing surrounding properties*
  - c. *Current zoning district*
  - d. *Requested zoning district*

#### ***CRITERIA FOR RECOMMENDATION AND DECISIONS***

*Recommendations of the commission and the decisions of the board shall be made a matter of public record in accordance with the North Dakota Century Code. The recommendations and decisions shall specifically find that such changes and reclassifications of zoning districts meet the following criteria:*

- *The approval or denial of the application shall be based upon standards and criteria which shall be set forth in the comprehensive plan, zoning ordinance or other appropriate county ordinances or regulations, and particular consideration shall be given to the efforts of any proposed zone change upon the delivery of public services, including school districts;*
- *The comprehensive plan is considered for compliance and conformance with the goals, policies and objectives as outlined in the plan and other evidence gathered through the public hearing process;*
- *The proposal change will maintain the purposes and objectives of zoning and secure the public health, safety and general welfare;*
- *The approval or denial shall be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, state the relevant facts relied upon, and explains the rationale for the decision based upon the applicable provisions of the comprehensive plan, relevant ordinances and statutory provisions, pertinent constitutional principles and factual information contained in the record.*

