



**Greater Bemidji Area  
Joint Planning Board**

<b>OFFICE USE ONLY</b>
Complete Application Rec'd _____
Comments _____
_____

**Application for Zoning District/Text Amendment**

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

**APPLICANT DATA**

NAME OF APPLICANT: _____ PHONE: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

**PROPOSAL (Use additional sheets if necessary)**

<b>TYPE OF AMENDMENT:</b>	Zoning District (Map) <input type="checkbox"/>	Zoning Text (Ordinance) <input type="checkbox"/>
For amendments to zoning district, specify the property involved, current district(s), and proposed district(s):		
Rezone PID _____	From _____	District to _____ District
Rezone PID _____	From _____	District to _____ District
Rezone PID _____	From _____	District to _____ District
Amend Zoning Ordinance Text? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain proposed amendment: _____		
Describe the proposed use of your property after amendment (be specific): _____		
Describe the existing use of your property: _____		
Is the proposed amendment made necessary because of changing conditions in the area affected? <input type="checkbox"/> Yes <input type="checkbox"/> No		

If yes, what is the nature of such changes or changing conditions? \_\_\_\_\_

\_\_\_\_\_

How will the property be directly affected by the proposed changed? \_\_\_\_\_

\_\_\_\_\_

What zoning districts are immediately adjacent (on all sides) of the property to be rezoned? \_\_\_\_\_

\_\_\_\_\_

Are there easements across the property to be rezoned?  Yes  No What are they? \_\_\_\_\_

Do adequate sewer and water facilities, and all other needed public services, available to serve the uses that would be permitted on the property if it were reclassified?  Yes  No

Will the proposed amendment correct an error in the application of this Ordinance?  Yes  No Describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any reasons, not addressed above, that would help to determine if your proposal should be granted?

\_\_\_\_\_

\_\_\_\_\_

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_

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

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT 315 5<sup>TH</sup> STREET NW, SUITE #2, BEMIDJI, MN 56601**



Greater Bemidji Area Joint Planning Board  
City of Bemidji Northern Township

315 5<sup>th</sup> St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

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## **ZONING AMENDMENT APPLICATION CHECKLIST**

1. \_\_\_\_ **Completed application form, with:**
  - A. Application w/ fee and escrow
  - B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
  - C. Complete legal description of all parcels from title/deed
  
2. \_\_\_\_ **A written summary of the request summarizing:**
  - A. Why the change is needed
  - B. Why the property cannot be adequately used under current zoning
  - C. A summary of the adopted JPB Land Use Plan designation for the property and how it relates to your current and/or anticipated plans for development
  - D. What factors have changed in the area prompting the change
  - E. How the change will benefit the surrounding area and Greater Bemidji Area over time
  - F. Proposed use of property after rezone (if applicable)
  
3. \_\_\_\_ **All other documentation, as indicated by staff at time of application**