



Zoning/Subdivision Ordinance Amendment Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- _____ 1) Pre-application meeting with Zoning Administrator.
- _____ 2) A completed and signed Land Use Application Form.
- _____ 3) A non-refundable fee and an escrow deposit.
- _____ 4) A written narrative describing the proposal, including:
 - a) Existing zoning and proposed zoning.
 - b) The nature and reason for request.
 - c) Intended use of the property.
 - d) Nature of uses of adjacent properties.
 - e) Impacts on adjoining properties, and mitigating measures to minimize impacts.
 - f) Impact on traffic.
 - g) Potential environmental impacts, and measures to avoid or minimize those potential impacts.
- _____ 5) An accompanying Sketch Plan, PUD/CUP application, or Preliminary Plat application, if necessary.
- _____ 6) One (1) full size set, three (3) reduced (11x17) sets, and an electronic (PDF) format at the time of submittal.
- _____ 7) Certified Survey of property by registered surveyor, if deemed necessary.
- _____ 8) Compliance with Wetland Conservation Act. A wetland report by a Certified Wetland Specialist. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- _____ 9) The plans should contain the following information:
 - a) Location map, including existing conditions and uses within 500 feet of the subject property.
 - b) Property dimensions and area in acres.
 - c) Septic (primary and secondary) and well locations, if located outside of the MUSA. Verification that the existing system is a working system, as applicable. Sanitary sewer and municipal water system design if located inside the MUSA.
 - d) Grading, erosion control and drainage plan, if applicable.

- _____ 10) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Zoning/Subdivision Ordinance Amendment request will be scheduled for a public hearing before the Planning and Zoning Commission. All property owners within a minimum of 500 feet of your lot line will be notified by mail, by the City, of the public hearing date and time. If the amendment involves consideration of change to the Comprehensive Plan land use map, goals and policies, or the Zoning Map for rezoning requests, the Long Range Planning Commission shall review the request and provide written comment to the City Council prior to Council action. The Planning and Zoning Commission's and the Long Range Planning Commission's recommendation will then be considered by the City Council.

No application which is denied by the City Council shall be considered by the Planning and Zoning Commission for a one year period following the date of City Council action, except if, in the Planning and Zoning Commission's opinion, new evidence or a change of circumstances warrants reconsideration

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Zoning/Subdivision Ordinance Amendment procedures can be found in Section 1-1-3 of the City Code and Chapter 12 (Amendments) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.