



208 Main Street North
 PO Box 5
 Belfield, ND 58622
 701-575-4235
 auditor@cityofbelfield.com

PETITION FOR ZONING AMENDMENTS

| | | | |
|--|---|------------------------|------------------------|
| APPLICANT | NAME: _____ | | |
| | STREET ADDRESS: _____ | PO BOX: _____ | |
| | CITY: _____ | STATE: _____ | ZIP: _____ |
| | PHONE: _____ | EMAIL: _____ | |
| PROPERTY | LEGAL DESCRIPTION: _____ _____ | | |
| APPLICATION FOR | <input type="checkbox"/> Amend Zoning from _____ to _____ | | |
| | <input type="checkbox"/> Conditional Use Permit: | | |
| | Term in year(s): _____ | Expiration Date: _____ | |
| | Renewed: _____ | Term in year(s): _____ | Expiration Date: _____ |
| | Renewed: _____ | Term in year(s): _____ | Expiration Date: _____ |
| | <input type="checkbox"/> Variance (describe): _____ | | |
| Signature(s): _____ Date: _____ | | | |
| Signature(s): _____ Date: _____ | | | |
| Signature(s): _____ Date: _____ | | | |
| LEGAL NOTICES | LEGAL NOTICE PUBLISHED FOR ZONING BOARD HEARING: _____ Fee: \$ _____ <input type="checkbox"/> Paid | | |
| | Date of Zoning Board Hearing: _____ | | |
| | Zoning Board Recommendation: _____ _____ _____ | | |
| | LEGAL NOTICE PUBLISHED FOR CITY COUNCIL HEARING: _____ Fee: \$ _____ <input type="checkbox"/> Paid | | |
| Date of City Council Hearing: _____ | | | |
| City Council Action: _____ _____ _____ | | | |
| INTERNAL USE ONLY | | | |
| Ordinance No. _____ First Reading: _____ Second Reading: _____ | | | |
| Attest/ _____ Date: _____ | | | |

ZONING PETITION

Any person, firm or corporation which **owns** land is entitled to submit an application for amendment to the Zoning District Map. Prior to submitting an application, the applicant is responsible for the zoning fees, identifying the legal description, a site plan and the proposed use of the land.

1. Procedure for Amendments:
 - (a) Applications for amendments shall be filed with the City Auditor 30 days prior to the next scheduled zoning meeting.
 - (b) The City Auditor shall present the application to the City Zoning Commission at its next regularly scheduled meeting.
2. Notice of Amendment Hearings:
 - (a) Notice of the time and place of the hearing shall be published by the City in the newspaper of general circulation once a week for two consecutive weeks prior to the hearing
3. Public Hearing:
 - (a) Following a public hearing conducted by the City Zoning Commission, said Commission shall submit its recommendations concerning the proposed amendment or development to the City Council.
 - (b) Upon receipt of the City Zoning Commission's recommendations, the City Council shall hold a hearing for the proposed amendment or development.
 - (c) Following the hearing, the City Council shall approve or disapprove the proposed amendment or development.
4. Protests to Amendments:
 - (a) If a protest against an amendment is signed by the owners of twenty (20) percent or more:
 - i. of the area of the lots included in such proposed change; or
 - ii. of the area adjacent, extending one hundred and fifty (150) feet from the area to be changed, excluding the width of streets and 300 feet for moving a building into city limits, the amendments shall not become effective except by the favorable vote of three-fourth (3/4) of all the members of the City Council of Belfield.
5. Appeals
 - (a) Any person aggrieved by the decision of the City Council may appeal to the Board of Adjustment as provided by Section 40-47-08, NDCC

FEES:

| | | |
|----------------------|-------|-----------------------------------|
| Zoning Application | \$300 | <i>Plus all publication costs</i> |
| Variance Application | \$300 | <i>Plus all publication costs</i> |
| Vacate Street/Alley | \$300 | <i>Plus all publication costs</i> |
| Vacate Easement | \$300 | <i>Plus all publication costs</i> |
| Plat Map Review | \$300 | <i>Plus all publication costs</i> |

NOTE: Applications must be submitted by the owner of the property a minimum of 30 days in advance of the next available Zoning Board Hearing.

