



Rezone (Map Amendment) Checklist

A rezoning or map amendment request is a request to change the zoning district that applies to a property or a portion of a property and is a type of zoning amendment. Applications go before both the Planning Commission and City Council for consideration and involve public hearings before each body. Approval and adoption of an ordinance changing the zoning of the property is required before the property owner(s) may proceed with any changes to the use of the property or obtain any related building or development permits.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed rezone (address(es) or parcel number(s) assigned by the county): _____
 - Number of notifications required: _____ - you can leave this blank. City staff verifies the parcels located within 300 feet of the property to be rezoned then eliminates duplicates and city owned records from the total number of notifications for which you will be charged.
 - Total acres involved: _____
 - Property county location: (select Pennington or Meade)
 - Is the property located in a flood zone: (select Yes or No) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
 - Current zoning of the property: (select from the drop down list of zoning categories)
 - Proposed land use: _____ - type in what uses you intend to occur on the property
 - Desired zoning of property (select which zoning category you want the property to have)
- ☐ **Vicinity Map** – map of project and surrounding area.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Legal Description List** – list of the legal description(s) of the parcel(s) involved in the request.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.
- ☐ **Application & Notification Fees** – The \$300 application fee and notification fees calculated using the current postal rate for certified letters with return receipts will be verified by staff. An invoice will be emailed to the billing contact on the application. The fees may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.

Optional: Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Landowner's Authorization** – signed letter from the landowner(s) giving permission for a request to be made by another party on their behalf (may be requested if applicant is not the landowner).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



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