



Zoning (Text) Amendment Checklist

A zoning (text) amendment request is a request to change the zoning regulations. Amendments involving a particular zoning district will change the regulations for all properties in that zoning district. 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 regulations is required before the change to the regulations takes effect.

Required: Upload .pdf documents

- ☐ **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.
- ☐ **Proposed Text Amendment** – document detailing the proposed changes to the text of the current zoning regulations.
- ☐ **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 Fee** – The \$300 application fee will be verified by staff after reviewing the application. An invoice will be emailed to the billing contact on the application. The fee 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.
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



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