

Zoning Map Amendment Application Procedure

At the time of filing, the applicant shall submit:

1. Application – One (1) **typed** application form signed by **all** owners of record. Start by submitting a [Pre-Application Online Form](#).
2. Statement of Justification - A **typewritten** Statement of Justification must demonstrate how the request satisfies the required findings of Section 27-157(a) for Conventional Zones, Section 27-195(b) for Comprehensive Design Zones, Section 27-213(a) for the M-X-T Zone, and Section 27-213(b) for the M-X-C Zone. The statement must be **signed** by the applicant or the designated correspondent.
3. Disclosure Statement – Fill out the required information on page 3 of the [attached application form](#).
4. Map or Plat – One (1) copy of an accurate plat prepared, signed and sealed by the **registered engineer or land surveyor**, with the subject property outlined in red.
5. Zoning Sketch Map – One (1) copy of a zoning sketch map with the property outlined in red.
6. Documentation on Previous Approvals for the Site.
7. State Ethics Commission Affidavit(s)

****Note: No check for application fees should be submitted until it has been requested.***

PRE-REVIEW APPLICATIONS SHALL BE SUBMITTED VIA [PRE-APPLICATION ONLINE FORM](#).

ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED USING THE [NAMING CONVENTION](#).

Applications should be submitted to the Development Review Division via email to DRDApplications@ppd.mnecppc.org. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.