

# COLUMBIA HEIGHTS

## ZONING AMENDMENT APPLICATION - SUBMISSION CHECKLIST

A Zoning Amendment Application requires the following information to be complete. This checklist shall in no way replace the requirements for Rezoning submittals in the City of Columbia Heights Zoning and Development Ordinance. The applicant must consult with the Ordinance to ensure all information to be submitted is complete and up-to-date. Applications will not be accepted if the following information and attachments are not provided.

The City also reserves the right to require additional submittal items if it is deemed necessary to act upon the Variance.

ZONING AMENDMENT DOCUMENTS AND REQUIREMENTS	RECEIVED
Plans to be submitted should include (20) 11 x 17 copies to scale, and a PDF file of full plan set submitted digitally (including application and narrative). <b>Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.</b>	
<b>Zoning Text amendment</b>	
Copy of existing text Copy of proposed text	
<b>Zoning Map Amendment</b>	
Map or Plat showing the lands proposed to be changed	
Concept development plan	
<b>Application form</b>	
Completed application, with fee. (Application signed by both applicant and property owner.	
Detailed narrative (See attachment – “Required Findings of Fact”)	
<b>Design Guidelines</b>	
Design guidelines apply/do not apply.	

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## REQUIRED FINDINGS

*Required findings:* The City Council shall make each of the following findings before granting approval of a request to amend this article or to change the district boundaries on the official zoning map:

- (a) The amendment is consistent with the Comprehensive Plan.
- (b) The amendment is in the public interest and is not solely for the benefit of a single property owner.
- (c) Where the amendment is to change the zoning classification of a particular property, the existing use of the property and the zoning classification of property within the general area of the property in question are compatible with the proposed zoning classification.
- (d) Where the amendment is to change the zoning classification of a particular property, there has been a change in the character or trend of development in the general area of the property in question, which has taken place since such property was placed in its current zoning classification.