





CASS COUNTY Environmental Services Department

Address
COURTHOUSE, 1st Floor
300 Minnesota Avenue
P.O. Box 3000
Walker, MN 56484-3000

Phone
Phone: 218-547-7287
Toll-Free: 1-800-547-3301
Fax: 218-547-7429

cass.esd@co.cass.mn.us

ZONING REQUEST FORM INSTRUCTIONS

1. Click on '[Zoning Request Form](#)' link (**Adobe Acrobat Reader 5.0 or newer required**)
2. Click on the diskette  icon from your toolbar
 - a. The 'Save a Copy...' window will open
 - b. Name the 'blank' form and save the file on your local computer
3. Form can be filled out from within Adobe Acrobat Reader
 - a. Click on the field to edit or
 - b. Use your tab key to move between fields
4. Make sure all fields are completed
5. You may now print the form to be faxed
 - a. Fax to 218-547-7429
 - b. Or go to step six to save/email your request
6. Click on the diskette  icon from your toolbar again
 - a. The 'Save a Copy...' window will open
 - b. Name the 'filled in' form and save the file on your local computer
7. Open your email program
8. Attach your .pdf file (you just saved) and email to: cass.esd@co.cass.mn.us