

## How to: Lot Modification

### 1.0 Getting Started: Be prepared before you log in

#### 1.1 Know that

- eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.
- **Do not use the browser back button.**

#### 1.2 Setup an Account

Create a User Name and Password to apply for a lot modification and to view detailed information. Click "Setup An Account" to create your free account. If you have any questions please contact the Community Development Department – Planning and Zoning in one of the following ways:

In Person	City/County Building Community Development Department Planning Department 221 N 5 <sup>th</sup> St. Bismarck, ND 58506-5503
By Phone	(701)355-1840
By Email	<a href="mailto:planning@bismarcknd.gov">planning@bismarcknd.gov</a>

#### 1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Planning and Zoning does **not** accept Contractor/Developer/Builder billing accounts.

#### 1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically.

- **Unified Development Application** for a lot modification. Click [HERE](#) for application.
- **Sketch** of survey of how parcel is to be modified, including dimensions and a scale bar – stamped and signed by a Registered Land Surveyor is required if lot split or lot line adjustment (not required for lot combination).
- **Resulting Legal Description** of parcel(s), both existing and proposed, with square footage. Click [HERE](#) for current legal descriptions which include Subdivision, Lot and Block.

### 2.0 How to Access eTRAKiT

- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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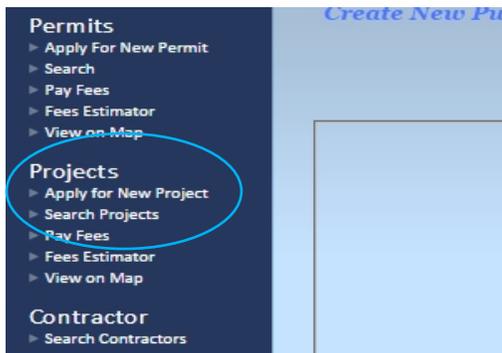
### 3.0 User Login

3.1 Click "Setup an Account" to create your free account.



### 4.0 To Apply for a Lot Modification

4.1 Select *Apply for New Project* from the Menu in the left margin.



4.2 Check the box next to "I Agree" and then click Continue.

#### 4.3 Step 1 Enter Project Information

4.3.1 Select Lot Modification from PROJECT Type drop down menu.

4.3.2 Enter Short Description IN CAPS describing work to be completed.

The image shows a form titled 'Project Type Information'. It contains a message: 'Please review help documents before completing an application!'. Below this, there is a 'PROJECT Type' dropdown menu with 'LOT MODIFICATION' selected. There is also a text input field for '\*Short Description' containing the text 'COMBINING LOTS FOR PURPOSE OF BUILDING HOME'.

4.3.3 Enter part of the address and click Search. Then select the appropriate **address**.

The image shows a form titled 'Location'. It prompts the user to 'Enter part or all of your address and press search'. Below this, there is a 'Search By' dropdown menu set to 'Address' and a text input field containing '221 N'. A 'SEARCH' button is to the right. Below the input field, a list of address suggestions is displayed, including '1221 N 3RD ST - ADDRESS', '1221 N PARKVIEW DR - ADDRESS', '1221 N WASHINGTON ST - ADDRESS', '221 N 11TH ST - ADDRESS', '221 N 23RD ST - ADDRESS', '221 N 5TH ST AUDITOR - ADDRESS', and '221 NEW YORK ST - ADDRESS'. A blue arrow points to the first suggestion in the list.

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4.3.4 Check the box if you are a property owner.

4.3.5 Upload the following Required Submittal Items (as stated in 1.4 above) as separate documents by clicking **Select**. Be sure to include the address in naming the file.

- **Unified Development Application** for a lot modification. Click [HERE](#) for application.
- **Sketch** of survey of how parcel is to be modified, including dimensions and a scale bar – stamped and signed by a Registered Land Surveyor is required if lot split or lot line adjustment (not required for lot combination).
- **Resulting Legal Description** of parcel(s), both existing and proposed, with square footage. Click [HERE](#) for current legal descriptions which include Subdivision, Lot and Block.

Filename	Description
CTPR_020915.pdf <span>Remove</span>	Resulting Legal Description 221 N 5th

**Attachments:**

- CTPR020915.pdf DELETE
- Unified Application 221 N 5th St DELETE
- CTPR020915\_01.pdf DELETE
- Sketch 221 N 5th St DELETE

4.3.6 Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.

4.3.7 Click Next Step.

## 4.4 Step 2 Contact Information

4.4.1 Enter or confirm the Owner, Applicant and Consultant Contact Information if necessary, then click Next Step. Please **note the applicant's email** address will be the primary contact during application and review processes.

**Applicant Information**

\*Name: SANDRA'S HOMEBUILDERS \*Phone: (701) 355-1870  
\*Address: 221 N 5TH ST \*Email Address: sbogaczyk@bismarcknd.gov  
\*City: BISMARCK  
\*State: ND \*Zip: 58506 -

**Consultant Information**

Name: Phone: ( ) - -  
Address: Email Address:  
City:  
State: Zip: -

**Owner Information**

\*Name: SANDRA'S HOMEBUILDERS \*Phone: (701) 355-1870  
\*Address: 221 N 5TH ST \*Email Address: sbogaczyk@bismarcknd.gov  
\*City: BISMARCK  
\*State: ND \*Zip: 58506 -

CLEAR

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### 4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

*Project Application*

STEP 1 > STEP 2 > **STEP 3 REVIEW AND SUBMIT** > STEP 4

*Application for a LOT MODIFICATION Project*  
Review the information below prior to submitting the application

*Project Information* [EDIT](#)

Type	LOT MODIFICATION
Subtype	
Description	COMBINING LOTS FOR PURPOSE OF BUILDING HOME

*Location* [EDIT](#)

221 N 5TH ST AUDITOR
BISMARCK, ND 58501

*Contacts* [EDIT](#)

*Applicant Information*

SANDRA'S HOMEBUILDERS	(701) 355-1870
221 N 5TH ST	sbogaczyk@bismarcknd.gov
BISMARCK, ND 58506	

*Consultant Information*

*Owner Information*

SANDRA'S HOMEBUILDERS	(701) 355-1870
221 N 5TH ST	sbogaczyk@bismarcknd.gov
BISMARCK, ND 58506	

*Fee Information*

Type	Amount
LOT MODIFICATIONS	\$50.00
LOT MODIFICATION	50.00
<b>Total Fees</b>	<b>\$50.00</b>

*Attachments*

**Attachments:**

CTPR020915.pdf	<a href="#">DELETE</a>
Unified Application 221 N 5th St	<a href="#">DELETE</a>
CTPR020915_01.pdf	<a href="#">DELETE</a>
Sketch 221 N 5th St	<a href="#">DELETE</a>
CTPR020915_02.pdf	<a href="#">DELETE</a>
Resulting Legal Description	<a href="#">DELETE</a>

To upload additional attachments click [Here](#)

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

### 4.6 Step 4 To Pay for a Lot Modification

4.6.1 Review your Checkout Summary for your Lot Modification and select [PAY NOW](#). Planning and Zoning eTRAKiT does not allow for billing.

*Checkout Summary*

LOT MODIFICATION Project

Description	Quantity	Amount
LOT MODIFICATIONS	1	\$50.00
LOT MODIFICATION		50.00

Fees Due: \$50.00

Total: \$50.00

[BACK TO STEP ONE](#) [PAY NOW](#) [BILL ME](#)

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**4.6.2** The City of Bismarck accepts VISA, MasterCard and Discover credit cards. Enter credit card information and select Process Payment.

Total Fees: \$50.00  
Total Payment: \$50.00

First Name:   
Last Name:   
Credit Card Type: VISA  
Credit Card Number:   
Expiration Date: January 2015  
Billing Address: 221 N 5TH ST  
City: BISMARCK  
State: North Dakota  
Zip: 58506 -   
Email Confirmation: sbogaczyk@bismarcknd.gov

BACK TO STEP ONE    PROCESS PAYMENT

**4.6.3** A receipt will be emailed to the Applicant's email address.

**4.6.4** The review and approval process generally takes two (2) weeks. The Planning Division will notify the applicant via email if more information is required to review and approve the request.

**4.6.5** The Planning Division will notify the applicant via email when the request is approved and issue the *applicant* an approval letter, which will be sent via the US Postal Service.

**4.6.6** Depending on the type of request, the approval letter may instruct you to either record required plats of irregular description / auditor's plats and or make a written request to the Burleigh County Auditor to combine lots involved in your request.

**4.6.6.1** Please note, a lot split that requires a plat or irregular description / auditor's plat is not effective until the plat of irregular description / auditor's plat is recorded at the Burleigh County Recorder's office.

**4.6.6.2** Please note, a lot combination for a property located within the ETA will not be effective until a written request is made to Kevin Glatt, Burleigh County Auditor. This request should include the following language "Please combine Lot X with Lot Y, Example Subdivision." Once the written request is received by the County Auditor, the Lots will be combined as proposed.