



# CITY OF BISMARCK UNIFIED DEVELOPMENT APPLICATION

Application submitted for (check all that apply):

- Preliminary Major Plat       Final Major Plat       Minor Plat       Plat Vacation
- Annexation       Zoning Change       PUD Zoning Change/PUD Amendment
- Fringe Area Road Master Plan Amendment       Land Use Plan Amendment
- Special Use Permit       Variance       Rural Lot Split (RR & RR5)
- Lot Modification       Plat Modification
  - Lot Line Adjustment       Street/Alley Vacation
  - Lot Split       Non-access Line Release
  - Lot Combination       Easement Release

<b>PROPERTY INFORMATION:</b>	
Name of plat:	
Legal description (lot, block, addition):	
Street address of property:	
Existing Zoning:	Proposed zoning:
Acreage:	Number of lots:
Brief description of development proposal, including reason(s) for the request:	
<b>APPLICANT/DEVELOPER:</b>	
Name:	Mailing address:
<b>PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):</b>	
Name:	Mailing address:
<b>CONTACT PERSON/AGENT(IF DIFFERENT THAN APPLICANT/DEVELOPER):</b>	
Name/Firm:	Mailing address:

**NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS HAVE BEEN RECEIVED**

**CONFIDENTIAL INFORMATION:**

This application is an open record under NDCC 44-04 and will be available to the public for review. Telephone numbers and electronic mail (e-mail) that are provided to the Community Development Department for the purpose of communicating with an applicant are exempt from this requirement and are considered to be confidential/non-public information.

This portion of the application must be completed, but it will be kept separate from the rest of the application and the contact information contained herein will not be available to the public for review.

<b>APPLICANT/DEVELOPER:</b>		
Name:		
Daytime telephone number:	FAX number:	E-mail address:
<b>PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):</b>		
Name:		
Daytime telephone number:	FAX number:	E-mail address:
<b>CONTACT PERSON/AGENT(IF DIFFERENT THAN APPLICANT/DEVELOPER)::</b>		
Name/Firm:		
Daytime telephone number:	FAX number:	E-mail address:

This application is filed complete with the required information as outlined in the attached submission checklist. If a subdivision plat application: because of scheduling and calendar considerations, your subdivision plat may not be finally approved within 30 days as per NDCC Section 40-48-21. I hereby waive said requirements in return for expeditious consideration of my application by the City. If an annexation application: the City will post legal notice of public hearing on behalf of the applicant rather than the applicant as specified in NDCC Section 40-51.2-05. I understand the regulations of the Bismarck Zoning Ordinance and the NDCC as they pertain to this request(s). I certify that all property owners have signed or ratified this application. I hereby request favorable consideration of the above described development application.

\_\_\_\_\_  
 (Applicant's Signature) (Date)

\_\_\_\_\_  
 (Owner's Signature, if different) (Date)

\_\_\_\_\_  
 (Additional Owner's Signature, if applicable) (Date)

\_\_\_\_\_  
 (Additional Owner's Signature, if applicable) (Date)

**VERIFICATION FOR PLAT MODIFICATION REQUESTS:**

The oath of at least one petitioner is required for **plat modification requests only**  
 (vacation of street/alley, release of non-access line, or release of easement)

STATE OF NORTH DAKOTA )

: SS

COUNTY OF BURLEIGH )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a notary public in and for said county and state, appeared \_\_\_\_\_, known to be personally to be the same person described in and whom executed the above instrument, and severally acknowledged that he/she executed the same.

\_\_\_\_\_  
 Notary Public  
 Burleigh County, State of North Dakota

**Submission Deadlines:**

The Planning and Zoning Commission regularly meets on the fourth Wednesday of each month. All development applications – except for variances, lot modifications and plat modifications – are due at 12:00 noon on the Friday that is 33 calendar days prior to the meeting.

The Board of Adjustment regularly meets on the first Thursday of each month. All development applications for variances are due at 5:00 p.m. on the Monday that is 17 calendar days prior to the meeting.

The Board of City Commissioners regularly meets on the second and fourth Tuesdays of each month. All development applications for plat modifications (street/alley vacation, non-access line release, easement release) are due at 5:00 p.m. on the Tuesday that is 14 calendar days prior to the meeting.

Development applications for lot modifications are processed administratively and may be submitted at any time.

**THE FOLLOWING CHECKLIST(S) MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:**

<b>CITY SUBMISSION CHECKLIST</b>				
Applying for:		Submitted	Not Applicable	
<input type="checkbox"/> Preliminary Plat	Required meeting with Bismarck Parks & Recreation District	Date:		
	Required pre-application meeting with City	Date:		
	15 prints of plat, including all items listed on preliminary plat checklist			
	Preliminary plat checklist, completed by applicant			
	Fee of \$1100.00			
	Resubmittal fee of \$50.00 (required with second resubmittal of the preliminary plat)			
	8½" x 11" paper reduction of the plat			
	Digital copies of the plat e-mailed to the City (both .dwg and .pdf formats)			
	Preliminary storm water management plan, including applicable review fee (Fee of \$300.00 for up to 10 acres, plus an additional fee of \$15 per acre for any acreage over 10 acres based on actual acreage of proposed plat) (Fee of \$200.00 required for any waiver requests, regardless of acreage) (3 copies if in city limits or being annexed, 5 copies if ETA)			
	Area concept development plan			
	Identification of undevelopable land, if any			
	South Central Regional Water District service request (2 mile ETA only)			
	Preliminary municipal utility servicing plan (2 copies) (if within/adjacent to city limits)			
	Roadway profiles (if within USAB only) - 3 of existing elevation (centerline & 50 feet beyond right-of-way lines) and 2 of centerlines of proposed designs (both urban & rural)			
	Written justification for use of cul-de-sacs, if applicable			
	Written justification for use of private roadways, if applicable			
	Waiver request form (if any waivers from submittal or subdivision requirements) – requests from submittal requirements must be signed by the department granting the waiver prior to the plat being submitted			
	Statement of intent to provide neighborhood parks and open space, or copy of a waiver from the Director of the Bismarck Parks & Recreation District (urban residential subdivisions only)			
	<input type="checkbox"/> Final Plat	Planning & Zoning Commission tentative approval	Date:	
		15 prints of plat, including all items listed on final plat checklist		
Final & minor plat checklist, completed by applicant				
Resubmittal fee of \$50.00 (required with second resubmittal of the final plat)				
8½" x 11" paper reduction of the plat				
Digital copies of the plat e-mailed to the City (both .dwg and .pdf formats)				
Either a copy of a current title insurance policy or a current attorney's opinion of ownership, running to the benefit of the City of Bismarck, and including a list of all easement owners (prepared within the past 6 months)				
Master plans for future extension of municipal water & sewer (if within USAB)				
Plat note on rural water service lines installed to City standards (if within USAB)				
Road grading plans (if within USAB) – both urban and rural				
Copy of draft agreement for neighborhood park(s) within subdivision, as prepared by and agreed to by the Bismarck Parks & Recreation District (urban residential subdivisions only)				

**CITY SUBMISSION CHECKLIST**

Applying for:		Submitted	Not Applicable
<input type="checkbox"/> Minor Plat	Required pre-application meeting with City	Date:	
	15 prints of plat, including all items listed on final plat checklist		
	Final & minor plat checklist, completed by applicant		
	Fee of \$800.00		
	Resubmittal fee of \$50.00 (required with second resubmittal of the minor plat)		
	8½" x 11" paper reduction of the plat		
	Digital copies of the plat e-mailed to the City (in both .dwg and .pdf formats)		
	Either a copy of a current title insurance policy or a current attorney's opinion of ownership, running to the benefit of the City of Bismarck, and including a list of all easement owners (prepared within the past 6 months)		
	Storm water management plan, including applicable review fee (Fee of \$300.00 for up to 10 acres, plus an additional fee of \$15 per acre for any acreage over 10 acres based on actual acreage of proposed plat) (Fee of \$200.00 required for any waiver requests, regardless of acreage) (3 copies if in city limits or being annexed, 5 copies if ETA)		
	Written justification for use of private roadways, if applicable		
<input type="checkbox"/> Plat Vacation	Fee of \$700.00		
	Map of property to be vacated		
	Legal description of property to be vacated		
<input type="checkbox"/> Annexation/ Detachment	Fee of \$350.00		
	Map of property to be annexed/detached		
	Description of exact location and area of annexation/detachment		
<input type="checkbox"/> Zoning Change	Fee of \$700.00		
	Map of property to be rezoned		
	Description of zoning change by legal description, if multiple districts requested		
<input type="checkbox"/> PUD Zoning Change/ Amendment	Fee of \$900.00 (zoning change to PUD) or \$700.00 (major PUD Amendment)		
	Architectural drawings		
	One (1) print of the site plan, at 1"=100' scale		
	8½" x 11" paper reduction of the site plan		
	Written statement		
<input type="checkbox"/> Fringe Area Road Master Plan (FARMP) Amendment	Fee of \$700.00 (if not submitted with a major plat)		
	Written justification outlining need for Fringe Area Road Master Plan amendment		
	Map of proposed FARMP amendment showing entire section of land, existing and proposed subdivision(s), and proposed modification of roadways, drawn to scale (no larger than 11" x 17"), with dimensions and a scale bar		
<input type="checkbox"/> Future Land Use Plan (FLUP) Amendment	Fee of \$700.00 (if not submitted with a zoning change)		
	Written justification outlining need for Future Land Use Plan amendment		
	Map of proposed Future Land Use Plan amendment showing entire section of land, existing and proposed subdivision(s), and proposed modification of land use classifications, drawn to scale (no larger than 11" x 17"), with dimensions and a scale bar		

**CITY SUBMISSION CHECKLIST**

Applying for:		Submitted	Not Applicable
<input type="checkbox"/> Special Use	Fee of \$400.00		
	3 prints of the site plan, at 1"=20' or larger scale		
	8½" x 11" paper reduction of the site plan		
	Photograph of the building (moving building only)		
	Building inspection report (moving building and child care center only)		
<input type="checkbox"/> Variance	Fee of \$275.00		
	Site plan, drawn to scale (no larger than 11" x 17"), with dimensions		
	Elevations of proposed structure (s), if required		
	Written statement of hardship, completed by the applicant (separate form that must be completed for variances)		
<input type="checkbox"/> Rural Lot Split (for lots in RR or RR5 district only)	Fee of \$350.00		
	Sketch of survey or description sketch of how parcel is to be modified, including dimensions and a scale bar – does not need to be stamped & signed by a Registered Land Surveyor, but may require irregular plat if approved		
	Legal description of lot(s), both existing & proposed, with square footage – does not need to be stamped & signed by a Registered Land Surveyor, but may require irregular plat if approved		
<input type="checkbox"/> Lot Modification (all modifications except lot splits in RR & RR5)	Fee of \$50.00		
	Sketch of survey or description sketch of how parcel is to be modified, including dimensions and a scale bar – stamped & signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination)		
	Legal description of parcel(s), both existing & proposed, with square footage – stamped & signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination)		
<input type="checkbox"/> Plat Modification (street/alley vacation, non-access line release or easement release)	Fee of \$300.00 (street/alley vacation)		
	Fee of \$200.00 (non-access line release)		
	Fee of \$200.00 (easement release)		
	Sketch of survey showing location of request		
	Letters of consent from utilities (street/alley vacation & easement release)		
	Letter of consent from City Engineer (water, sanitary, storm water easement release)		