



SITE PLAN REQUIREMENTS

All new multiple-family projects (any structure with three (3) or more units), commercial projects, industrial projects, institutional projects, expansion of any of these structures, accessory buildings for any of these structures, and expansion or installation of parking lots are subject to the site plan requirements. Site plan applications can be submitted via the City of Bismarck's digital land records management system, eTRAKiT (residential projects with one or two units are subject to review through a separate process with the City's Engineering Department). To log in, go to <http://etrakit.bismarcknd.gov/etrakit3/>. Architects, engineers and contractors must be set up with a username and password prior to using this system. Requests for set up can be submitted by calling 355-1840 or by sending an email to planning@bismarcknd.gov. Once online access is provided, site plan projects can be initiated by signing in to eTRAKiT, selecting 'apply for a new project' and following the application steps. A complete submittal must include the completed application form including the applicant's checklist column for each category, a storm water management plan or waiver request, a site plan and applicable fees.

Office Address: 2nd Floor, City-County Office Building, 221 North 5th Street, Bismarck, ND
Mailing Address: PO Box 5503, Bismarck, ND 58506-5503
Phone: 701-355-1840
Fax: 701-222-6450

All building additions and accessory structures that are greater than 750 square feet and associated with commercial, industrial, institutional or multi-family buildings with three (3) or more units are subject to the site plan review requirements. For building additions and accessory structures greater than 750 square feet but less than 2,000 square feet, a waiver from the site plan review process may be requested. For building additions and accessory structures 2,000 square feet or larger, the site plan review process must be completed prior to obtaining a building permit. For more information on requesting a waiver contact the Planning Division at 701-355-1840.

At the discretion of the City of Bismarck, any revision to an approved site plan, landscape plan, or storm water management plan may require a full resubmittal of the site plan, landscape plan, or storm water management plan and could result in suspension or revocation of the building permit until the revised plan(s) is approved. The owner, contractor or engineer shall promptly notify the Community Development Department of any deviation from the approved plans so that City staff may determine if a resubmittal is required. Failure to promptly notify the Community Development Department of any deviation from the approved site plan, landscape plan, or storm water management plan may result in the delay of permits or issuance of the certificate of occupancy.

The owner, contractor or project engineer shall submit a set of as-built drawings to the Community Development Department prior to closing the construction permit.

Landscape Plan Section:

A landscape plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building with three (3) or more units; for the installation or reconstruction of any parking area, the expansion of any existing parking area by five (5) or more off-street parking spaces; and for a change in the use of the property that requires rezoning to a more intensive zoning classification or a special use permit. If the proposed project requires a landscape plan, the landscape plan section on page 4 of the application must be completed and two (2) copies of the plan submitted in conjunction with the site plan.

Any site plan application containing a landscape plan with required vegetation will be posted on the Forestry Division's website at www.bismarcknd.gov/forestry. The landscape plans will be available for download/viewing by landscape contractors in an effort to curtail alternate or non-approved plant material installation.

An opinion of cost must be provided with all landscape plans. The opinion of cost shall be sufficient to guarantee the installation of all the required landscaping elements and materials, including trees, shrubs, perennials, ornamental grasses, ground cover, rock mulch, wood mulch top soil, edging material or any other material necessary to install the required landscape materials, as well as all labor costs to implement the landscape plan. Property owners are required to install the required landscape materials prior to issuance of a certificate of occupancy. If the landscaping cannot be installed due to seasonal concerns, the certificate of occupancy may be issued upon the receipt of a certificate of deposit in the name of the City of Bismarck in an amount (estimate plus 10%) sufficient to guarantee the installation of the landscaping according to the approved landscape plan.

If the owner does not install the required landscaping according to the approved site by July 1 of the following year or the occupancy or use of the property, the City of Bismarck may cash the certificate of deposit and order the installation of the landscaping according to the approved landscape plan

Storm Water Management Plan Section:

A storm water management plan is required for all commercial projects, parking lot projects, industrial projects, institutional projects, expansion of any of these structures, all land disturbing activities and all residential developments with three (3) or more units, within the corporate limits and ETA. Additionally, an erosion and sediment control permit is required prior to any land disturbance within city limits. Page 5 of the application must be completed regardless of whether a waiver is being requested or a full storm water management plan is required. The storm water management plan or waiver request must be submitted via eTRAKiT with the application. Upon approval of the plan or waiver, two (2) hard copies of the storm water plan or waiver, stamped, signed and dated, shall be submitted to the City Engineer. The Public Works Department will not issue an erosion and sediment control permit until a storm water management plan has been reviewed and approved by the City Engineer. This storm water management plan and the Public Works erosion and sediment control permit are not the same as the ND Department of Health permit which may also be required. For additional information on storm water management, contact Mike Greer, PE in the Engineering Department at 701-355-1505.

SITE PLAN REVIEW FEES:

Buildings/Additions:

- Multi-Family Residential: \$5/unit (minimum of \$275) (3 or more units)
- Non-Residential – City: \$5/1000sf gross floor area (minimum of \$275)
- Non-Residential – ETA: \$5/1000sf gross floor area (minimum of \$225)

Parking Lots Only:

- New/Expanded Parking Lots: \$5/1000sf (minimum of \$275) (7,000 sf or more)

- New/Expanded Parking Lots: No review fee (less than 7,000 sf)

Landscape Plans:

- Landscape Plan Review Fee: \$150 (if a landscape plan is required)

The City may charge additional fees based on actual review time required by staff because of resubmittals, field conditions, complexity of projects, or site plan revisions. The Engineering Department will charge an additional \$50.00/hour for each additional hour beyond four (4) hours of staff review time.

Storm Water Management Plan:

- Plan Review Fee: \$300 up to 10 acres (\$15 for each additional acre)
- Waiver Review Fee: \$200

PROCESS:

Only complete submittals will be processed, a complete submittal must include the completed application form including the applicant's checklist column for each category, a storm water management plan or waiver request, a site plan, contact information for the owner, applicant, and consultant, and applicable fees payable to "City of Bismarck". Please be advised the checklist does not ensure a complete application. Depending on the nature of the project, additional items may be required by one or more City departments to complete the review of the project. For large-scale or complex projects, it is suggested that a pre-application meeting be scheduled with City staff to identify issues prior to preparation and submittal of a site plan. For more information on pre-application meetings contact the Planning Division at 701-355-1845 or jwollmuth@bismarcknd.gov. Incomplete submittals will not be eligible for review by City staff.

The Planning Division will receive digital submittals and the following departments and divisions will review all site plans: Building Inspections; Engineering; Fire; Planning; Public Works; Forestry; County Engineer (if ETA) and Rural Fire (if ETA).

Upon receipt of a complete submittal, the initial review may take approximately fifteen (15) working days; however, a complex project may require additional review time. If site plan revisions are required, additional review time will also be required.

The City will provide a site plan approval letter to the applicant or designated contact person, with a copy forwarded to the Building Inspections Division as well as other departments and divisions. A building permit will not be issued by the Building Inspections Division until it receives a copy of the site plan approval letter. The City of Bismarck accepts no responsibility for any losses, incurred costs, or damages of any kind by approval or disapproval of a site plan.

Any changes being considered for an approved site plan, including changes to the parcel size, building size or location, access, parking, sidewalks, City utilities and connections, hydrant locations, grading or drainage or landscaping, please contact Jenny Wollmuth in the Planning Division at 701-355-1845 to determine if a revised submittal will be required.

OTHER CONSIDERATIONS:

Municipal Services: If municipal services (sanitary sewer, water, drainage, street improvements such as curb and gutter, lighting, and paving) are not available, a petition for services and/or a developer's agreement will be required. A building permit may not be allowed until funding to place these services is secured and the installation can be completed prior to the anticipated occupancy. If rural water services are desired, an agreement with the City, South Central Regional Water District and the property owner may be necessary. For additional information on petitions and developer's agreements, contact Linda Oster, PE or Tom Kary in the Engineering Department at 701-355-1505.

Traffic Issues: There are several traffic issues that should be considered when submitting a site plan. During construction the request for closure of roadway lanes, sidewalks, or the placement of equipment, job trailers and dumpsters, within the City of Bismarck right-of-way must be approved through the Traffic Engineering section of the Engineering Department. In addition, development of property zoned RM15 or greater may require the submittal of potential trip generation based on the proposed use. Based on the trip generation information submitted, a traffic impact analysis may be required. Information regarding private roads and streets can be obtained from the City Traffic Engineer at 701-355-1505.

Private Streets and Roadways: Any development utilizing a private street or roadway for access is subject to a separate review. For more information contact the Engineering Department at 701-355-1505.

ADDITIONAL REQUIRED PERMITS AND AGREEMENTS (separate from site plan review):

Building Permits: The Building Inspections Division will not issue a building permit until the site plan has been reviewed and approved by these departments/divisions. The Building Inspections Division requires a separate Building Plan Review Application that may run concurrently with the Site Plan Review Application. For more information regarding the Building Plan Review Application contact the Building Inspections Division at 701-355-1465.

Non-Structural/Parking Lot Permit: A permit and application for the construction of new off-street parking lots; for the expansion of off-street parking lots and for the reconstruction of off-street parking lots requires a permit issued by the Building Official. Reconstruction includes any land disturbance activity or exposure of any subgrade or soil material. Regular maintenance, minor repairs, patch work, or a partial mill and overlay would not constitute reconstruction.

Traffic Permit: The request for lanes closures, the placement of job trailers, dumpsters, and building materials within the public right-of-way, requires a permit issued by the City Engineer.

Excavation Permit: Excavating permits are required to allow a city bonded contractor to connect to city water, sanitary sewer, groundwater, or storm water facilities or to install gas, electric, telephone, or cable television in city right of ways or city owned lands. The Engineering Department will not issue an excavating permit in the city of Bismarck until the site plan has been reviewed and approved by the City. An excavation permit fee of \$135 required for each connection, discharge to or use of City utilities such as water, sanitary sewer or drainage facilities.

Concrete Permit: The Engineering Department will not issue a concrete permit in the City of Bismarck right-of-way for concrete work such as sidewalk, driveway or curb and gutter until the site plan has been reviewed and approved by the City. A permit fee of eleven percent (11%) of contractor's estimate for right-of-way concrete costs is required for each site.

Agreement to Encroach in the City Right-of-Way: Sites which may request private structures or facilities like footings, fences, sidewalks, communication lines etc. on, under or above City of Bismarck right-of-way or easements are required to submit an encroachment agreement and waiver. When recommended by City staff, the agreement will be submitted to the Board of City Commissioners for approval. Connections to City water, sanitary sewer or drainage facilities that run parallel to the street within the boulevard or in front of parcels owned by others will likely require an encroachment agreement. Contact Tom Kary in the Engineering Department at 701-355-1505 for further information.

Grading Permit: Any surface grading in the right-of-way or an easement not otherwise included in an excavation or concrete permit will require a grading permit. This permit is applicable when moving earth in the rights-of-way for elevation and soil compaction control.

Erosion and Sediment Control Permit (ESC): A detailed erosion and sediment control plan will include locations and dimensions of all proposed land disturbing activities by phases, locations of all stockpile areas, locations and description of all best management practices (BMP), and a maintenance schedule for all BMP. Land disturbance within Bismarck city limits must obtain an ESC permit from the Public Works Storm Water Program contact at 701-355-1740. The permit fee is \$50 for a residential building or \$100 for a commercial building on lots less than 20,000SF. For commercial buildings on a lot larger than 20,000SF, the permit fee is based on a multiplier of \$.005/SF (i.e. one acre lot: $43,560 \times .005 = \$217.80$).

North Dakota Department of Health's Construction General Permit: Projects that disturb one or more acres must obtain coverage under the North Dakota Department of Health's construction general permit (NDPDES Permit – NDR 100-000). This also includes projects that disturb less than one acre that are part of a development, for example, residential construction.

Approach Permit: An approach from the public right-of-way from a roadway with a rural section requires a permit. The City Engineering Department issues permits for property in city limits. The County Engineer is responsible for issuing roadway approach permits for properties located outside city limits.

Street Tree Permits: A permit and application for cost sharing to plant trees on public right-of-way must be obtained from the Forestry Division prior to planting street trees. Property owners may plant street trees by obtaining a permit to plant trees on public street right-of-way from the Forestry Division. Permits are free of charge. A forester will conduct an on-site inspection to determine where the trees can be placed, recommend species that are best suited for each site and issue the permit. A list of accepted species, cultivars, varieties and minimum width between the street-side edge of the sidewalk and the face of the curb is available at www.bismarck.org/forestry. Placement of trees in the boulevard area must accommodate proper spacing between trees and minimum distances from intersections, fire hydrants, street lights, overhead wires, driveways, mailboxes and water service lines. The Forestry Division will begin scheduling appointments for street tree planting permits in mid-April. In most cases it is not necessary for the property owner to be present.

Contact the Forestry Division at 701-355-1733 to schedule an appointment for a permit to plant trees on public street right-of-way and to inquire about the cost share incentive program, Partners In Planting.

Fire Alarms Permit: Fire Alarms Permits are only required if a fire alarm control panel will be installed as part of the system. Applications can be submitted online using the eTRAKiT portal at <http://etrakit.bismarcknd.gov/etrakit3/>. Please contact the Fire Department at 701-355-1400 for more information.

Fire Sprinkler Permit: Modifications of existing systems will require a permit. The fee will be waived if the system modification is 20 heads or less. All new fire suppression systems, regardless of size, will require a permit with applicable fees. Submit applications online using the eTRAKiT portal at <http://etrakit.bismarcknd.gov/etrakit3/>. Please contact the Fire Department at 701-355-1400 for more information.

Hood Suppression Permit: A permit is required for suppression systems for areas such as special storage, computer server rooms, paint booths, kitchen hoods, etc. The installer is required to take out a fire suppression hood permit and submit a detailed diagram with supporting documentation. Fees are based on the cost of the system. Once the installation is complete, the installer is required to contact the Bismarck Fire Department for an appointment to complete an acceptance test for the system before it can be used by the facility. Submit applications online using the eTRAKiT portal at <http://etrakit.bismarcknd.gov/etrakit3/>. Please contact the Bismarck Fire Department at (701)-355-1400 for more information.

Industrial Pretreatment Permit: New food service establishments will need to fill out a Grease Control Questionnaire and submit it to the pretreatment program. Facilities may need to install, operate and properly maintain grease removal devices. Before installation, the size of the grease removal device needs to be approved by the pretreatment program. Grease Control Questionnaire link: <http://www.bismarcknd.gov/DocumentCenter/View/20011>.

The pretreatment program regulates facilities whose operations result in discharges of industrial wastes to the sanitary sewer. Facilities are subject to Federal pretreatment regulations and City of Bismarck discharge Ordinance limitations and pretreatment requirements. An industrial waste discharge permit may be required. For more information contact the Public Works Pretreatment Program at 701-355-1763.

SITE PLAN ROUTING AND REVIEW INFORMATION:

Building Inspections: This division of Community Development will review the site plan and building plans for compliance with the most current building codes, the sign code, and the zoning ordinance (land use, dimensional, off-street parking and loading, floodplain, etc.).

Contact: Brady Blaskowski – Building Official – City-County Building, 221 North 5th Street
Phone : 701-355-1465 Fax : 701-258-2073 E-mail : bblaskowski@bismarcknd.gov

Planning: This division of Community Development will review aspects related to on-site landscaping and screening materials, parking lot design and landscaping, compliance with planned unit development or special use permit approvals, and required lot modifications (lot splits, lot line adjustments and lot combinations).

Contact: Jenny Wollmuth – Planner – City-County Building, 221 North 5th Street
Phone: 701-355-1845 Fax: 701-222-6450 E-mail: jwollmuth@bismarcknd.gov

Forestry: This division of Public Works will review for aspects related to on-site landscaping, location of street trees, and sight triangle visibility on corners.

Contact: Doug Wiles – City Forester – Public Works Building, 601 South 26th St.
Phone: 701-355-1722 Fax: 701-221-6840 E-mail: dwiles@bismarcknd.gov

SITE PLAN ROUTING AND REVIEW INFORMATION (continued):

Engineering: This department will review compliance with ordinances and current engineering standards, including, but not limited to, site access, access control lines, drainage, storm water management, presence and location of water and sanitary services, conflicts with existing street lights, hydrants or other public appurtenances, presence and location of easements, encroachments to City right-of-ways or easements and review of common use agreements or easements. This department will review current and proposed infrastructure and verify connections to and relocations of municipal facilities (public utilities and streets or alleys) and will maintain records for future reference. A traffic impact analysis may be required for larger sites.

Contact: Dave Renner – Engineering Technician II – City-County Building, 221 North 5th Street
Phone: 701-355-1505 E-mail: drenner@bismarcknd.gov

Final Review and Site Plan Approval by City Engineer, Design & Construction Engineer, Traffic Engineer, Storm Water Engineer, Excavating Permit Manager and Concrete Work Manager.

Questions regarding access points on roadways within the ETA should be directed to Marcus Hall, County Engineer, at 701-204-7748.

Fire: This department will review for compliance with current fire codes, including, but not limited to, fire flows in the area, the proximity and number of fire hydrants on both public and private property, the location and sufficiency of access drives on the site, and overhead obstructions.

Contact: Ron Kunda – Fire Marshal – Headquarters Fire Station, 1020 East Central Avenue
Phone: 701-355-1410 Fax: 701-222-6524 E-mail: rkunda@bismarcknd.gov

Questions on fire code issues for buildings within the ETA should be directed to Mike Voigt with Bismarck Rural Fire at 701-258-5792

Public Works: This department will review for aspects related to providing municipal services, including, location and accessibility of dumpsters, snow removal on adjacent rights-of-way, erosion control issues and connections to public utilities, (wastewater discharges and industrial pretreatment).

Contacts: Jeff Heintz – Service Operations – Public Works Building, 601 South 26th St.
Phone: 701-355-1700 Fax: 701-221-6840 E-mail: jheintz@bismarcknd.gov

Michelle Klose, PE – Utility Operations – Public Works Building, 601 South 26th St.
Phone: 701-355-1700 Fax: 701-221-6840 E-mail: mklose@bismarcknd.gov

Terry Halstengard – Storm Water Program Coordinator – Public Works, 601 South 26th St.
Phone: 701-355-1700 Fax: 701-221-6744 E-mail: thalstengard@bismarcknd.gov

Bill Gefroh – Industrial Pretreatment Coordinator – Waste Water Treatment Plant,
601 London Ave.
Phone: 701-222-6584 Fax: 701-222-6744 E-mail: bgefroh@bismarcknd.gov