



City of Bismarck
 Community Development Department
 Planning Division
 Phone: 701-355-1840 * FAX: 701-222-6450 * TDD: 711
 PO Box 5503 * Bismarck, ND 58506-5503
planning@bismarcknd.gov

UNIFIED DEVELOPMENT APPLICATION

Last Revised: 05/10/2018

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

Application submitted for (check all that apply):

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Preliminary Major Plat | <input type="checkbox"/> Final Major Plat | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Plat Vacation |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> PUD Zoning Change / PUD Amendment | |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Rural Lot Split (RR & RR5) | |
| <input type="checkbox"/> Fringe Area Road Master Plan Amendment | | <input type="checkbox"/> Land Use Plan Amendment | |
- | | |
|--|--|
| <u>Lot Modification</u> | <u>Plat Modification</u> |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Street/Alley Vacation |
| <input type="checkbox"/> Lot Split | <input type="checkbox"/> Easement Release |
| <input type="checkbox"/> Lot Combination | <input type="checkbox"/> Non-Access Line Release |

PROPERTY INFORMATION			
Project Name:			
Legal description: <small>(Lot, Block, Addition/Subdivision)</small>			
Street address of property:			
Existing Zoning		Proposed Zoning:	
Acreage:		Number of Lots:	
Brief description of development proposal, including reason(s) for the request:			

APPLICANT/DEVELOPER	
Name:	
Mailing Address:	

PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER)	
Name:	
Mailing Address:	

CONTACT PERSON/CONSULTANT (IF DIFFERENT THAN APPLICANT/DEVELOPER)	
Name:	
Mailing Address:	

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.

APPLICANT/DEVELOPER			
Name:			
Daytime Phone Number:		E-mail:	

PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):			
Name:			
Daytime Phone Number:		E-mail:	

CONTACT PERSON/CONSULTANT (IF DIFFERENT THAN APPLICANT/DEVELOPER):			
Name:			
Daytime Phone Number:		E-mail:	

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) (Printed Name) (Date)

 (Owner's Signature, if different) (Printed Name) (Date)

 (Additional Owner's Signature, if applicable) (Printed Name) (Date)

 (Additional Owner's Signature, if applicable) (Printed Name) (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 24 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 MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:

CITY SUBMISSION CHECKLIST

Applying for:

Preliminary Plat

Required pre-application meeting date with Bismarck Parks & Recreation District staff (urban residential subdivisions only):

Required pre-application meeting date with City of Bismarck staff:

15 prints of plat, including all items listed on preliminary plat checklist

Submitted

N/A

[Preliminary plat checklist](#), completed by applicant

Fee of \$675.00

Resubmittal fee of \$50.00 (required with second resubmittal of the preliminary plat)

8-1/2" x 11" paper reduction of the plat

Digital copies of the plat e-mailed to the City (in both .dwg and .pdf formats)

Completed [stormwater management scoping sheet](#) (SM04)

Area concept development plan

Identification of the source of water. If South Central Regional Water District service is proposed in the ETA within two miles of the corporate limits, a rural water agreement will be required.

Preliminary municipal utility servicing plan (2 copies) (if within/adjacent to city limits)

Identification of undevelopable land, if any

Roadway profiles (if ghost platting within USAB only) - 3 of existing elevation (centerline & 50 feet beyond right-of-way lines) & 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 a copy of a waiver from the Director of the Bismarck Parks and Recreation District (urban residential subdivisions only)

**Major Subdivision
Final Plat**

Planning & Zoning Commission tentative approval date:

15 prints of plat, including all items listed on final plat checklist

Submitted

N/A

[Final & minor plat checklist](#), completed by applicant

Fee of \$1100.00

Resubmittal fee of \$50.00 (required with second resubmittal of the final plat)

8-1/2" x 11" paper reduction of the plat

Digital copies of the plat e-mailed to the City (in both .dwg & .pdf formats)

Copy of a conditional approval letter for the post-construction stormwater management permit (PCSMP)

Either a copy of a current title insurance policy, running to the benefit of the City of Bismarck, or a current [attorney's opinion of ownership](#) and including a list of all easement owners (prepared within the past 6 months)

Master plans for future extension of municipal water & sewer (if ghost platting within USAB)

Road grading plans (if ghost platting within USAB) - both urban and rural

Plat note on rural water service lines installed to City standards (if ETA and within two miles of the corporate limits)

Copy of draft agreement for neighborhood park(s) within the subdivision, as prepared by and agreed to by the Bismarck Parks and Recreation District (urban residential subdivisions only)

**Minor Subdivision
Final Plat**

Required pre-application meeting date:

15 prints of plat, including all items listed on final plat checklist

Submitted

N/A

[Final & minor plat checklist](#), completed by applicant

Fee of \$1000.00

Resubmittal fee of \$50.00 (required with second resubmittal of the minor plat)

8-1/2" x 11" paper reduction of the plat

Digital copies of the plat e-mailed to the City (in both .dwg & .pdf formats)

Completed [stormwater management scoping sheet](#) (SM04)
(Copy of conditional approval letter for the post-construction stormwater management permit (PCSMP) is required prior to a public hearing being scheduled)

Either a copy of a current title insurance policy, running to the benefit of the City of Bismarck, or a current [attorney's opinion of ownership](#) and including a list of all easement owners (prepared within the past 6 months)

Written justification for the use of private roadways, if applicable

<input type="checkbox"/> Plat Vacation	<p>Fee of \$900.00</p> <p>Map of property to be vacated</p> <p>Legal description of property to be vacated</p>	<p>Submitted</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p>
<input type="checkbox"/> Annexation/ Detachment	<p>Fee of \$500.00</p> <p>Map of property to be annexed/detached</p> <p>Description of exact location and area of annexation/detachment</p>	<p>Submitted</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p>
<input type="checkbox"/> Zoning Change	<p>Fee of \$900.00</p> <p>Map of property to be rezoned</p> <p>Description of zoning change by legal description, if multiple districts requested</p>	<p>Submitted</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p>
<input type="checkbox"/> PUD Zoning Change or Amendment	<p>Fee of \$1050.00 (zoning change to PUD) or \$850.00 (major PUD amendment)</p> <p>Architectural drawings</p> <p>One (1) print of the site plan, at 1" = 100' scale</p> <p>8-1/2" x 11" paper reduction of the site plan</p> <p>Written statement</p>	<p>Submitted</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p>
<input type="checkbox"/> Fringe Area Road Master Plan (FARMP) Amendment	<p>Fee of \$950.00 (if not submitted in conjunction with plat)</p> <p>Written justification outlining need for Fringe Area Road Master Plan amendment</p> <p>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</p>	<p>Submitted</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p>
<input type="checkbox"/> Future Land Use Plan (FLUP) Amendment	<p>Fee of \$950.00 (if not submitted in conjunction with zoning change)</p> <p>Written justification outlining need for Land Use Plan amendment</p> <p>Map of proposed LUP 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</p>	<p>Submitted</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>N/A</p>

<input type="checkbox"/> Special Use	Fee of \$550.00	Submitted	N/A
		<input type="checkbox"/>	
	3 prints of site plan, at 1" = 20' or larger scale	<input type="checkbox"/>	
	8-1/2 " x 11" paper reduction of the site plan	<input type="checkbox"/>	
	Photograph of the building (moving building only)	<input type="checkbox"/>	<input type="checkbox"/>
	Building inspection report (moving building)	<input type="checkbox"/>	<input type="checkbox"/>
	Fire inspection report (childcare center)		
<input type="checkbox"/> Variance	Fee of \$350.00	Submitted	N/A
		<input type="checkbox"/>	
	Site plan, drawn to scale (no larger than 11" x 17"), with dimensions	<input type="checkbox"/>	
	Elevation of proposed structure(s), if required	<input type="checkbox"/>	
	Written statement of hardship , completed by applicant (separate form that must be completed for variances)	<input type="checkbox"/>	
<input type="checkbox"/> Rural Lot Split (for lots in RR or RR5 only)	Fee of \$550.00	Submitted	N/A
		<input type="checkbox"/>	<input type="checkbox"/>
	Exhibit showing how parcel is to be modified, including dimensions and a scale bar - does not need to be stamped and signed by a Registered Land Surveyor, but may require irregular plat if approved	<input type="checkbox"/>	<input type="checkbox"/>
	Legal description of lot(s), both existing and proposed, with square footage - does not need to be stamped and signed by a Registered Land Surveyor, but may require irregular plat if approved	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Modification (all modification except lot splits in RR & RR5)	Fee of \$100.00	Submitted	N/A
		<input type="checkbox"/>	
	A sketch of the proposed modification with all existing building or structures on the property and setbacks from existing or proposed parcel boundaries and a scale bar- stamped and signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination)	<input type="checkbox"/>	
	Legal description(s) of the existing lot(s) and/or parcel(s)	<input type="checkbox"/>	
	Legal description(s) of the resulting lot(s) and/or parcel(s)	<input type="checkbox"/>	
<input type="checkbox"/> Plat Modification (street/alley vacation, non-access line release or easement release)	Fee of \$450.00 (street/alley vacation)	Submitted	N/A
	Fee of \$300.00 (non-access line release)	<input type="checkbox"/>	
	Fee of \$300.00 (easement release)		
	Exhibit showing location of request	<input type="checkbox"/>	
	Letters of consent from utility companies (street/alley vacation & easement release)	<input type="checkbox"/>	<input type="checkbox"/>
	Letter of consent from City Engineer (water, sanitary, drainage and stormwater)	<input type="checkbox"/>	<input type="checkbox"/>