

Twin Home Site Plan applications can be submitted via the City of Bismarck's digital land records management system, [eTRAKiT](#) by logging in and selecting "apply for new project". If you are unfamiliar with eTRAKiT you may submit the Twin Home Site Plan Submittal Form and completed Site Plan to the Engineering Department at [engineering@bismarcknd.gov](mailto:engineering@bismarcknd.gov). For additional information contact the Engineering Department at 701-355-1505.

Twin Home Site Plan Review Fee is \$100.00.

The Site Plan for 2-unit residential buildings shall contain the following:

1. Name, address, phone, email address of applicant for contact purposes.
2. Date submitted.
3. Property address(es).
4. Property legal description(s) – lot or portion of lot, block, and addition.
5. Provide recorded document of new parcel.
6. Property dimensions – dimension and label all lot lines, actual and required building setbacks, non-access control lines, and easements.
7. Street names, widths – alleys.
8. North direction indicator.
9. Existing topographical features – poles, utilities (with sizes, type), drainage ditches, culverts, trees, shrubs, roads, curb and gutter, sidewalks and driveways (with elevations).
10. Proposed buildings (showing garage door locations).
11. Proposed parking lots (showing dimensions and elevations).
12. Proposed driveways (showing location from property line, dimensions, and elevations).
13. Proposed curb and gutter and sidewalk on street right-of-way.
14. Proposed utilities (showing connections, curb stop and valves, manholes, inlets, and main and service line locations, types and sizes).
15. Existing utilities to be abandoned, disconnected, or removed. Unused water services must be disconnected at the city main.
16. Common Use Agreement for multiple dwelling units where each dwelling will be sold separately:
  - a. Common water, sanitary, or drainage facilities.
  - b. Common access drives, lanes, lots.
  - c. Access easement to backyard for townhouse-type condominiums.
17. Floodplain and floodway boundary lines; if applicable.
18. Square footage of any of the following that apply – attached garage, house (floor cantilevers included), covered front entry/patio/porch/deck, covered rear entry/patio/porch/deck. A cumulative square footage value may be used in place of individual component square footages, provided it accurately lists all building elements being accounted for.
19. Show any existing or proposed detached accessory structures. These are included in the lot coverage calculation.

This site plan is intended for use by the City of Bismarck for the purpose of checking systematic designs of utility service connections, including access to roads, streets, and walkways, and for maintaining accurate records for future reference.