

## How to: Lot Modification

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

#### 1.1 Know that

- eTRAKiT will time out after 20 minutes of inactivity if you have not completed your application. If you time out, 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

An AEC (Architect, Engineer, Contractor) registration is required to:

- Apply for a lot modification or site plan
- Pay by invoice - if you also request a BILL ME account
- View detailed information about your application.

Contact the Community Development Department – Planning Division in one of the following ways to request an AEC account and temporary password.

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

#### 1.3 Payment

- If you want to be billed (receive an invoice) by the City of Bismarck you must first open an AEC and BILL ME account by contacting the Planning Division. eTRAKiT will otherwise accept VISA, MasterCard, and Discover card payments.
- The fee for applying for a lot modification is \$100.

#### 1.4 Submittal Requirements

**1.4.1** Please review the following and contact the Planning Division **prior to applying** if you have any questions:

- First visit the [Bismarck Property Search](#) to verify your project address, parcel identification number and legal description. Call the Planning Division before you apply if an address does not appear.

**1.4.2** Prior to beginning your application, please have the following **ready to upload** electronically as **two** pdfs and titled as in BOLD:

1. **EXISTING EXHIBIT** showing how parcel is to be modified, including dimensions and a scale bar - stamped and signed by a Registered Land Surveyor if a lot split or lot line adjustment (not required for lot combination).

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2. **PROPOSED EXHIBIT** showing how parcel is to be modified, including dimensions and a scale bar - stamped and signed by a Registered Land Surveyor if a lot split or lot line adjustment (not required for lot combination).
3. **SIGNATURE SHEET** if more than one property owner is involved.

And the following are necessary to enter on the Additional Information screen:

- **EXISTING LEGAL DESCRIPTION(s)** of existing parcel(s) with square footage written as LOT, BLOCK, ADDITION/SUBDIVISION. Click [HERE](#) for existing legal descriptions.
- **PROPOSED RESULTING LEGAL DESCRIPTION(s)** of proposed parcel(s) with square footage written as LOT, BLOCK, ADDITION/SUBDIVISION.

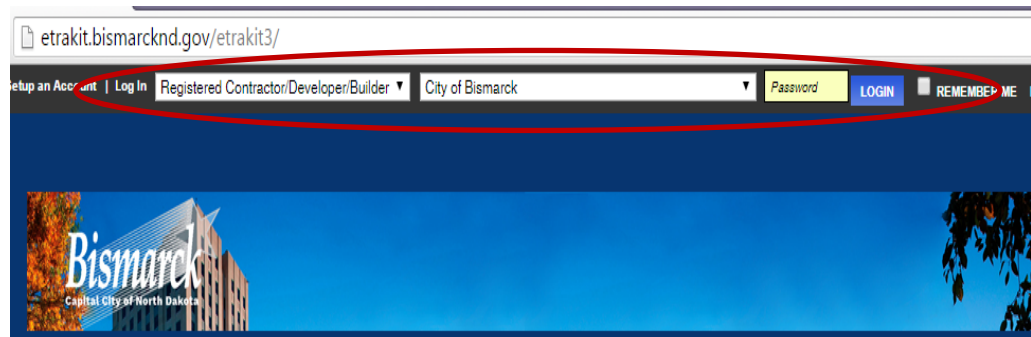
## 2.0 How to Access eTRAKiT

- 2.1 The website address for eTRAKiT is [etrakit.bismarcknd.gov/etrakit3/](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 [services](#) link and the *on-line Permits - eTRAKiT* link.

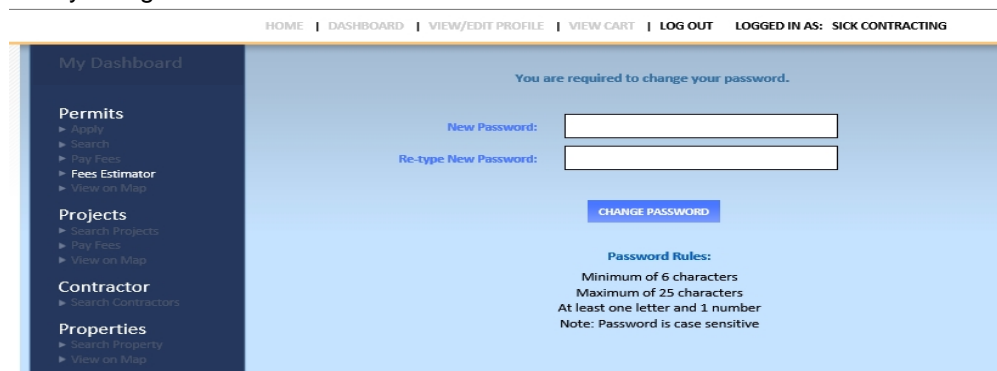
## 3.0 Log In

- 3.1 Registered User Login (able to use BILL ME option upon approval by the Planning Division and having requested the Bill Me option).

- 3.1.1 Change login type to *Registered Contractor/Developer/Builder*. Choose company name from Username drop down list, and enter password provided for you when you registered.



- 3.1.2 Click **LOGIN** button and you will be directed to change your password only the first time you login.



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### 4.0 PROJECTS: To Apply for a Lot Modification

- 4.1 Select *Apply for New Project* from the Menu in the left margin. **You can only APPLY if you are a registered user.** Please call the Planning Division if you would like an AEC account which allows you to see all reviews, comment electronically, and get timely emails regarding the status of your application.

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
CRW-PROJECT	221 N 5TH ...	ZONING CHANGE	IN REVIEW	\$1,100.00		

- 4.2 Check the box next to “I Agree” and then click Continue.

#### 4.3 Step 1 Enter Project Information

- 4.3.1 Select Project Type and SubType from drop down menus.

- 4.3.2 Enter Project Name IN CAPS.

**Project Application**

STEP 1 ENTER PROJECT INFORMATION | STEP 2 | STEP 3 | STEP 4

**Project Type Information**

Please review help documents before completing an application!

PROJECT Type: LOT MODIFICATION [Instructions for online LOT MODIFICATION applications.](#)

PROJECT Subtype: LOT LINE ADJUSTMENT

\*PROJECT NAME: ORIGINAL PLAT, LOTS 14-16, BLOCK 5

Naming convention for Project Name:  
ADDITION/SUBDIVISION, LOT, BLOCK

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- 4.3.3** Enter information requested. All questions marked with an asterisk (\*) must be answered. If you are requesting a lot combination please reference the legal description in the REASON FOR REQUEST box and planning will 'combine' them on the application:

The screenshot shows a web form titled "Additional Information" with a collapse icon. It is divided into two main sections: "PROJECT INFO" and "UPLOADS REQUIRED".

**PROJECT INFO**

- \*REASON FOR REQUEST: TO SPLIT LOT 15, COMBINE 15A WITH 14 AND COMBINE 15B WITH 16 FOR BUILDING PURPOSES
- \*EXISTING LEGAL DESC(s): LOT 14, BLOCK 5, ORIGINAL PLAT; LOT 15, BLOCK 5, ORIGINAL PLAT; LOT 16, BLOCK 5, ORIGINAL PLAT
- \*PROPOSED LEGAL DESC(s): LOTS 14 & 15A, BLOCK 5, ORIGINAL PLAT; LOTS 15B & 16, BLOCK 5, ORIGINAL PLAT
- \*CITY/ETA LOCATION: CITY
- IF ETA, TOWNSHIP: [dropdown]
- \*ZONING DISTRICT: R5
- \*EXISTING USE OF PROPERTY: RESIDENTIAL
- \*PROPOSED USE OF PROPERTY: RESIDENTIAL
- \*# OF EXISTING PARCELS: 3
- \*# OF PROPOSED PARCELS: 2

**UPLOADS REQUIRED**

- EXISTING LEGAL DESC(S):
- PROPOSED LEGAL DESC(S):
- EXHIBIT: EXISTING PARCEL:
- EXHIBIT: PROPOSED PARCEL:

Two red arrows point from the text below to the "# OF PROPOSED PARCELS" field and the "PROPOSED LEGAL DESC(s)" field.

The number of proposed legal descriptions should match the number of proposed parcels.

- 4.3.4** Enter partial address and click Search. Then select the correct address for the lot modification. **You will only be able to select one address.** If you are requesting a lot combination please be sure to reference all addresses in the REASON FOR REQUEST box above, and Planning will 'combine' them manually on the application.

The screenshot shows a web form titled "Location" with a collapse icon. It contains a search section and a list of results.

**Location**

\*Enter all or part of the address and press search

Search By: Address (circled in red) 221 N

**SEARCH**

Select address below

- 1221 N 33RD ST - PARCEL
- 1221 N 3RD ST - PARCEL
- 1221 N PARKVIEW DR - PARCEL
- 1221 N WASHINGTON ST - PARCEL
- 221 N 11TH ST - PARCEL
- 221 N 23RD ST - PARCEL
- 221 N 5TH ST - PARCEL
- 7221 N WASHINGTON ST - COUNTY PARCEL
- 7221 NW 15TH ST - COUNTY PARCEL

A red arrow points from the text below to the search results list.

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4.3.5 Check the next box if you are a property owner.

4.3.6 Upload the following required submittal item (as stated in 1.4.2 above) as TWO (2) or THREE (3) **separate** pdfs by clicking **Select**. Be sure to use the distinguishing file names noted below in **BOLD**:

- **SIGNATURE PAGE** of application if more than one owner is involved.
- **EXHIBIT OF EXISTING PARCEL(S)** Attach a pdf showing an exhibit of existing parcel(s) including dimensions and a scale bar – stamped and signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination). If there are any buildings on the property, they must also be shown with dimensions to adjacent existing property lines.
  - Please rename the attachment **EXHIBIT\_EXISTING\_[6 DIGIT DATE]** (use the date you are submitting the exhibit)
  - Click [HERE](#) for current legal descriptions which include Lot, Block, and Subdivision/Addition.
- **EXHIBIT OF PROPOSED PARCEL(S)**, Attach a pdf showing an exhibit of proposed parcel(s) including dimensions and a scale bar – stamped and signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination). If there are any buildings on the property, they must also be shown with dimensions to adjacent existing property lines.
  - Please rename the attachment **EXHIBIT\_PROPOSED\_[6 DIGIT DATE]** (use the date you are submitting the exhibit)

4.3.7 Click Upload.

4.3.8 Once an 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. If the wrong file was uploaded, it may be deleted using the associated Delete button. In order to delete an attachment once an application is submitted you must contact the Planning Division.

Attachments

Filename

Description

Attachments:

EXISTING EXHIBIT [DATE].pdf	<input type="button" value="DELETE"/>
EXISTING EXHIBIT 122016	<input type="button" value="DELETE"/>
PROPOSED EXHIBIT [DATE].pdf	<input type="button" value="DELETE"/>
PROPOSED EXHIBIT 122016	<input type="button" value="DELETE"/>

4.3.9 Click Next Step.

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### 4.4 Step 2 Contact Information

- 4.4.1** Enter or confirm the Applicant, Consultant contact if necessary, and Owner information. Please update contact information if the incorrect email or address automatically populated fields. Then click Next Step. Project status changes to the requested lot modification are sent via email, while approval letters are **mailed to the street addresses you provide. Please provide current mailing addresses.**

*Application for a LOT MODIFICATION Project*

*Applicant Information*

*Name	<input type="text" value="SANDRA BOGACZYK"/>	*Phone	<input type="text" value="(701) 355-1638"/>
*Address	<input type="text" value="221 N 5th St"/>	*Email Address	<input type="text" value="sbogaczyk@bismarcknd.gov"/>
*City	<input type="text" value="Bismarck"/>		
*State	<input type="text" value="ND"/>	*Zip	<input type="text" value="58501"/> - <input type="text" value=""/>

*Owner Information*

*Name	<input type="text" value="BISMARCK, CITY OF"/>	*Phone	<input type="text" value="(701) 355-1840"/>
*Address	<input type="text" value="PO BOX 5503"/>	*Email Address	<input type="text" value="SBOGACZYK@BISMARCKND.GOV"/>
*City	<input type="text" value="BISMARCK"/>		
*State	<input type="text" value="ND"/>	*Zip	<input type="text" value="58506"/> - <input type="text" value="5503"/>

*Consultant Information*

Name	<input type="text" value="ENGINEERS EXTRAORDINAIRE"/>	Phone	<input type="text" value="(701) 555-5555"/>
Address	<input type="text" value="123 ACME AVENUE"/>	Email Address	<input type="text" value="ENGINEERSX@ABC.COM"/>
City	<input type="text" value="BISMARCK"/>		
State	<input type="text" value="ND"/>	Zip	<input type="text" value="58501"/> - <input type="text" value=""/>

### 4.5 Step 3 Review and Submit

- 4.5.1** If everything is correct click Submit. Otherwise, click Previous Step to edit.

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- 4.5.2 All Contacts with an email listed will receive an email confirming that the application has been submitted.

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

**Project Information** [EDIT](#)

Type	LOT MODIFICATION
Subtype	LOT LINE ADJUSTMENT
Description	ORIGINAL PLAT, LOTS 14-16, BLOCK 5

**Location** [EDIT](#)

221 N 5TH ST BISMARCK, ND 58501
------------------------------------

**Contacts** [EDIT](#)

**Applicant Information**

SANDRA BOGACZYK (701) 355-1638  
221 N 5th St sbogaczyk@bismarcknd.gov  
Bismarck, ND 58501

**Owner Information**

BISMARCK, CITY OF (701) 355-1840  
PO BOX 5503 SBOGACZYK@BISMARCKND.GOV  
BISMARCK, ND 58506 - 6550

**Consultant Information**

ENGINEERS EXTRAORDINAIRE (701) 555-5555  
123 ACME AVENUE ENGINEERSX@ABC.COM  
BISMARCK, ND 58501

**Fee Information**

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

**Attachments**

**Attachments:**

EXISTING EXHIBIT [DATE].pdf	<a href="#">DELETE</a>
EXISTING EXHIBIT 122016	<a href="#">DELETE</a>
PROPOSED EXHIBIT [DATE].pdf	<a href="#">DELETE</a>
PROPOSED EXHIBIT 122016	<a href="#">DELETE</a>

To upload additional attachments click [Here](#)

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

### 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 to pay using VISA, MasterCard, or Discover card. To use the BILL ME option and receive an invoice for prompt payment **you must have already been approved to do so by the Planning Division, having previously requested an AEC account and BILL ME privileges.** An invoice will be mailed to the *Applicant's* mailing address listed in Contacts if BILL ME is chosen.

**Checkout Summary**

LOT MODIFICATION Project

Description	Quantity	Amount
LOT MODIFICATIONS	1	\$50.00
LOT LINE ADJUSTMENT		50.00

Fees Due: \$50.00

Total: \$50.00

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

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*Payment Summary*

The Transaction is Approved

Receipt No: WEB2874  
Paymethod: BILL ME

Paid Date: 12/20/2016

PROJECT	LTMD2016-048	221 N 5TH ST BISMARCK, ND 58501	LOT MODIFICATION
		LOT MODIFICATIONS	
		LOT LINE ADJUSTMENT	\$50.00
		SUB TOTAL:	\$50.00
		TOTAL AMOUNT PAID:	\$50.00

[VIEW PROJECT](#) [PRINT SUMMARY](#)

### 5.0 Lot Modification REVIEW AND APPROVAL PROCESS

- 5.1 The review and approval process generally takes two (2) weeks. The applicant will be notified if more information is required to review the request.
- 5.2 If the request is approved the approval letter will be available on eTRAKiT and the *Owner* will be sent this letter via the US Postal Service.
- 5.3 Please note, a lot combination for a property located within the ETA will not be effective until a written request by the *Owner* is also made to the Burleigh County Auditor.
- 5.4 Depending on the type of request, the approval letter may instruct you to either record required plat(s) of irregular description / auditor's plat(s) and/or make a written request to the Burleigh County Auditor to complete your request.
  - 5.4.1 Please note, a lot split that requires a plat of irregular description/auditor's plat is not effective until the plat of irregular description/auditor's plat is recorded with the Burleigh County Recorder.
- 5.5 As the lot modification is reviewed, staff will provide review comments in TRAKiT. It is the responsibility of those listed as *Contacts* to monitor the comments made, and respond and/or make revisions as required by logging into eTRAKiT. (See 3.1.1) An email is **not** automatically sent to Contacts every time a reviewer's comment is submitted, only when a project status has changed from Submitted to Incomplete or In Review or Approved. However, an email to Reviewers is generated every time a Contact submits a comment to a Reviewer, or a Contact uploads a pdf.



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5.6 To check reviews and the status of your application please login as seen in 3.1.1 using your user name and password. From My Dashboard scroll down to My Active Projects and click the project number.

Hello City of Bismarck.  
Below is a Dashboard of your current activities.

**My Active Permits** 1 total record(s) +

**My Active Inspections** 7 total record(s) +

**My Active Projects** 2 total record(s) -

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
CRW-PROJECT	221 N 5TH ...	ZONING CHANGE	IN REVIEW	\$1,100.00		
LTMD2016-048	221 N 5TH ...	LOT MODIFICATION	SUBMITTED	\$0.00		

**My Active Licenses** 1 total record(s) +

**My Active Violations** 1 total record(s) +

**My Submittals Awaiting Response** 2 total record(s) +

➤ Notice the log of attachments listed at the bottom of this Project Info tab

**Project #LTMD2016-048**

Attachment

Project Info Site Info Contacts (3) Fees \$0.00 Inspections **Reviews (1)**

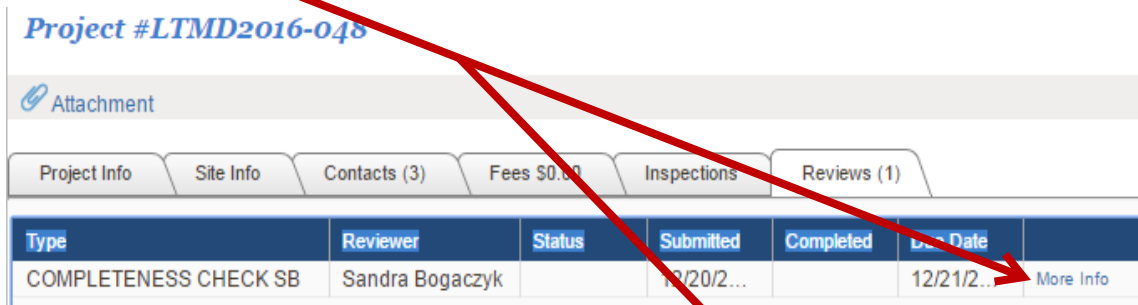
**Description:** ORIGINAL PLAT, LOTS 14-16, BLOCK 5  
**Type:** LOT MODIFICATION  
**Subtype:** LOT LINE ADJUSTMENT  
**Planner:**  
**Status:** SUBMITTED  
**Applied:** 12/20/2016  
**Approved:**  
**Closed:**  
**Expired:**  
**Status:** 12/20/2016  
**Undefined:**  
**Notes:**

**Attachments:**  
EXISTING EXHIBIT 122016 EXISTING EXHIBIT [DATE].pdf  
PROPOSED EXHIBIT 122016 PROPOSED EXHIBIT [DATE].pdf

5.7 Click Reviews tab to see comments by individual reviewers.

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5.8 Click each [Respond](#) or [More Info](#) link to see reviewer comments.



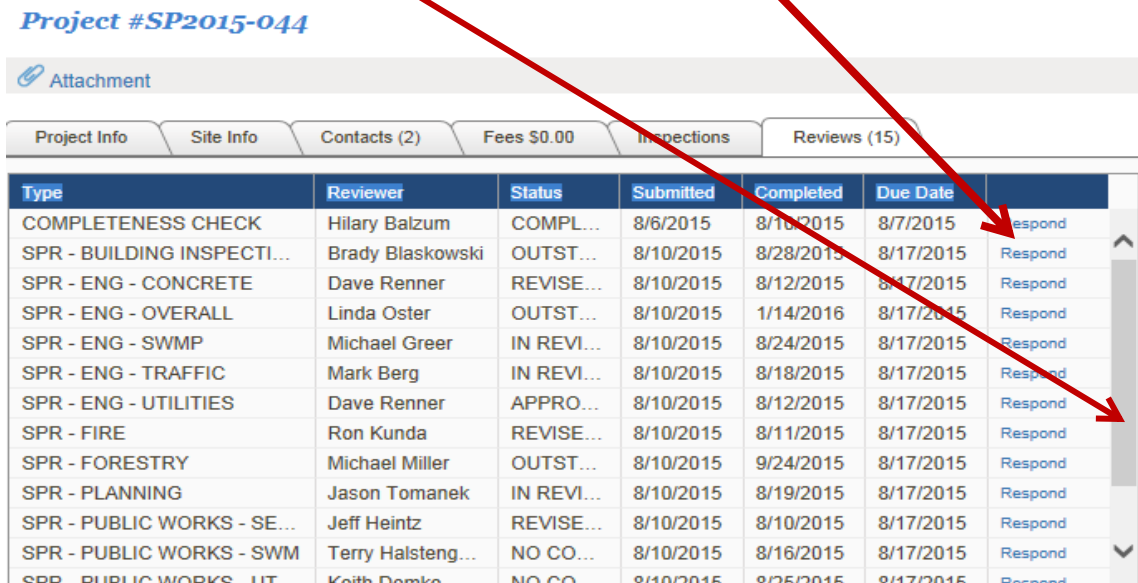
**Project #LTMD2016-048**

Attachment

Project Info Site Info Contacts (3) Fees \$0.00 Inspections Reviews (1)

Type	Reviewer	Status	Submitted	Completed	Due Date	
COMPLETENESS CHECK SB	Sandra Bogaczyk		8/20/2015		12/21/2015	<a href="#">More Info</a>

Scroll down for the entire list.



**Project #SP2015-044**

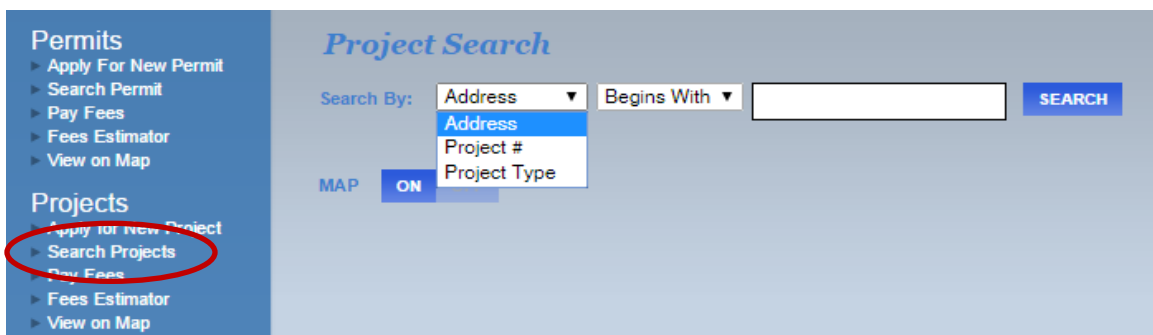
Attachment

Project Info Site Info Contacts (2) Fees \$0.00 Inspections Reviews (15)

Type	Reviewer	Status	Submitted	Completed	Due Date	
COMPLETENESS CHECK	Hilary Balzum	COMPL...	8/6/2015	8/10/2015	8/7/2015	<a href="#">Respond</a>
SPR - BUILDING INSPECTI...	Brady Blaskowski	OUTST...	8/10/2015	8/28/2015	8/17/2015	<a href="#">Respond</a>
SPR - ENG - CONCRETE	Dave Renner	REVISE...	8/10/2015	8/12/2015	8/17/2015	<a href="#">Respond</a>
SPR - ENG - OVERALL	Linda Oster	OUTST...	8/10/2015	1/14/2016	8/17/2015	<a href="#">Respond</a>
SPR - ENG - SWMP	Michael Greer	IN REVI...	8/10/2015	8/24/2015	8/17/2015	<a href="#">Respond</a>
SPR - ENG - TRAFFIC	Mark Berg	IN REVI...	8/10/2015	8/18/2015	8/17/2015	<a href="#">Respond</a>
SPR - ENG - UTILITIES	Dave Renner	APPRO...	8/10/2015	8/12/2015	8/17/2015	<a href="#">Respond</a>
SPR - FIRE	Ron Kunda	REVISE...	8/10/2015	8/11/2015	8/17/2015	<a href="#">Respond</a>
SPR - FORESTRY	Michael Miller	OUTST...	8/10/2015	9/24/2015	8/17/2015	<a href="#">Respond</a>
SPR - PLANNING	Jason Tomanek	IN REVI...	8/10/2015	8/19/2015	8/17/2015	<a href="#">Respond</a>
SPR - PUBLIC WORKS - SE...	Jeff Heintz	REVISE...	8/10/2015	8/10/2015	8/17/2015	<a href="#">Respond</a>
SPR - PUBLIC WORKS - SWM	Terry Halsteng...	NO CO...	8/10/2015	8/16/2015	8/17/2015	<a href="#">Respond</a>
SPR - PUBLIC WORKS - LT...	Keith Demko	NO CO...	8/10/2015	8/25/2015	8/17/2015	<a href="#">Respond</a>

5.9 Once a project is *Approved* and then *Closed* by the Planning Division you will no longer see it on your Dashboard. You can access the project and attachments, including approval letters, by:

- Logging in
- Clicking *Search Projects* in the left column and typing an Address, Project #, or Project Type.



**Permits**

- ▶ Apply For New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ Fees Estimator
- ▶ View on Map

**Projects**

- ▶ Apply for New Project
- ▶ **Search Projects**
- ▶ Pay Fees
- ▶ Fees Estimator
- ▶ View on Map

**Project Search**

Search By:  Begins With

MAP  ON

Thank you for your participation in our eTRAKiT online digital application process.