

How to: Site Plan Review

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 5th Street
 Bismarck, ND 58506-5503

By Phone (701) 355-1840

By Email planning@bismarcknd.gov

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 typical (non-inclusive) fee schedule for requesting a site plan review is:

Buildings/Additions:

- Multi-family residential (3 or more units)
 - \$325 and \$5/per unit above 55 units
- Non-residential – City
 - \$325 and \$5/1,000sf gross floor area above 55,000sf
- Non-residential – ETA
 - \$275 and \$5/1,000sf gross floor area above 45,000sf

Site Plan Waiver Request Review fee

- No review fee

Parking Lots Only

- New/Expanded Parking Lots (7,000sf or more)
 - \$325 and \$5/1,000sf
- New/Expanded Parking Lots (less than 7,000sf)
 - No review fee

Stormwater Management Plan/Waiver Request

- Plan review fee
 - \$300 up to 10 acres (\$15 for each additional acre)
- Waiver request review fee
 - \$200

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1.4 Submittal Requirements

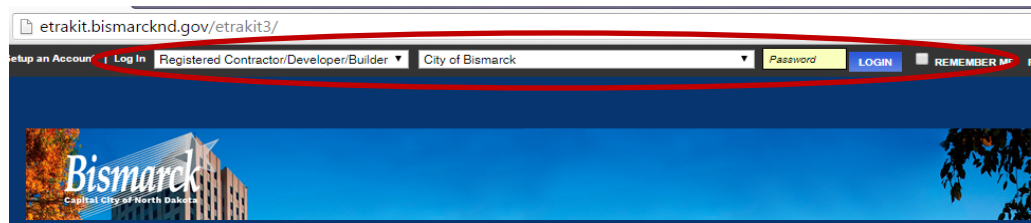
- 1.4.1** Please review the following and contact the Planning Division **prior to applying** if you have any questions:
- First visit the [Bismarck Property Search](#) to verify your project address, parcel identification number and legal description. Call the Planning Division before you apply if an address does not appear.
 - Please review the [Site Plan Requirements](#) document which includes a checklist of submittal requirements.
- 1.4.2** Prior to beginning your application, please have all the following required submittal items **ready to upload** electronically:
- Complete pdf of the **SITE PLAN**.
 - Complete pdf of the storm water management plan report (**SWMP**) or **SWMP WAIVER** request.
 - Complete pdf of the **LANDSCAPE** plan (if independent from the site plan pdf)

2.0 How to Access eTRAKIT

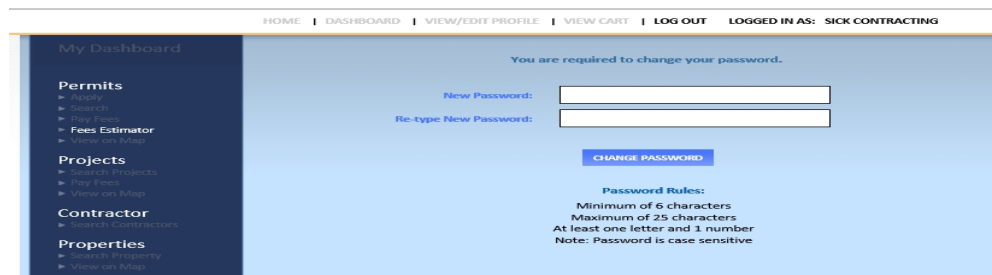
- 2.1** The website address for eTRAKIT is etrakit.bismarcknd.gov/etrakit3/ You may also access eTRAKIT through the City of Bismarck [homepage](#) at www.bismarcknd.gov and click on the *services* link and the *on-line Permits - eTRAKIT* link.

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.



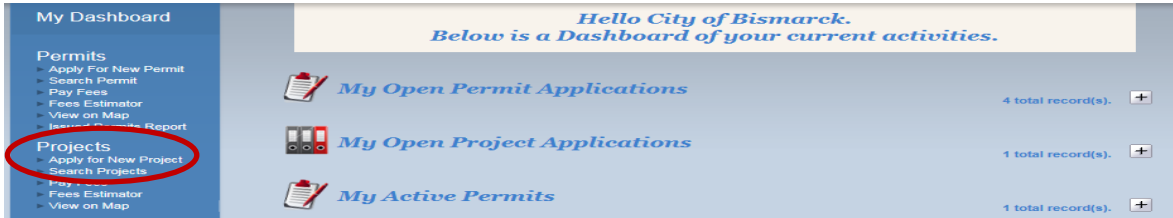
- 3.1.2** Click **LOGIN** button and you will be directed to change your password (only the first time you login).



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4.0 PROJECTS: To Submit a Site Plan for Review

- 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.



- 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 describing work to be completed.

The screenshot shows a form titled 'Project Type Information'. It includes a note: 'Please review help documents before completing an application!'. There are three fields: 'PROJECT Type' with a dropdown menu set to 'SITE PLAN REVIEW' and a link to 'Instructions for online SITE PLAN REVIEW applications.', 'PROJECT Subtype' with a dropdown menu set to 'NEW CONSTRUCTION', and '*PROJECT NAME' with a text input field containing 'MODERN ART MUSEUM'.

- 4.3.3 Enter information requested. All questions marked with an asterisk (*) must be answered.

The screenshot shows three sections of the form, each with a minus sign icon to collapse it. The first section is 'PROJECT INFO' and contains: '*LEGAL DESCRIPTION:' (text input), '*CITY/ETA LOCATION:' (dropdown), '*ZONING DISTRICT:' (dropdown), '*PARCEL SIZE:' (text input), '*CURRENT USE OF PROPERTY:' (text input with '1' entered), '*PROPOSED USE OF PROPERTY:' (text input), and 'SITE DESCRIPTION:' (text input). The second section is 'PROJECT BUILDING' and contains: '*BUILDING FOOTPRINT:' (text input), '*TOTAL BUILDING SQ FT:' (text input), '*NUMBER OF STORIES:' (text input), '*NUMBER OF APARTMENTS:' (text input), '*NUMBER OF EFFICENCY UNIT:' (text input), '*NO. OF 1-BEDROOM UNIT:' (text input), '*NO. OF 2-BEDROOM UNITS:' (text input), '*NO. OF 3+ BEDROOM UNITS:' (text input), '*TYPE OF CONSTRUCTION:' (dropdown), '*OCCUPANCY CLASSIFICATION:' (dropdown), and '*TYPE OF FIRE PROTECTION:' (dropdown). The third section is 'PROJECT PARKING' and contains: '*NUMBER OF EXISTING SPACE:' (text input), '*NUMBER OF NEW SPACES:' (text input), '*TOTAL NUMBER OF SPACES:' (text input), '*EXISTING PRKG LOT AREA:' (text input), '*TOTAL PARKING LOT AREA:' (text input), and '*PARKING SPACES REQUIRED:' (text input).

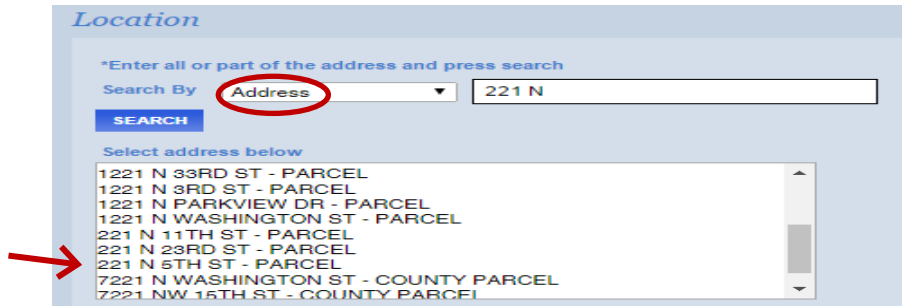
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UPLOADS REQUIRED

- SITE PLAN:
- LANDSCAPE PLAN:
- STORM WATER MGMT PLAN:

4.3.4 Enter a partial address and click Search. Then select the correct address for the site plan. You will only be able to select one address.



Location

*Enter all or part of the address and press search

Search By **Address** 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

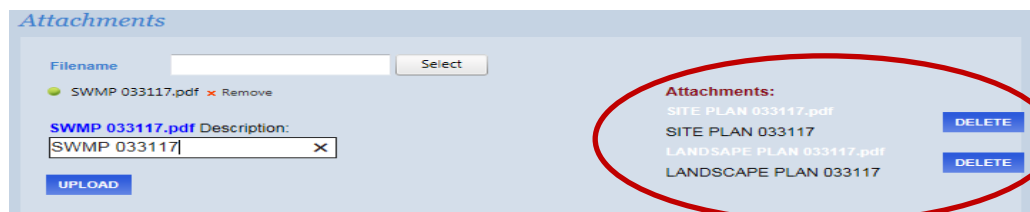
4.3.5 Check the next box if you are a property owner.

4.3.6 Upload the following 3 (three) Required Submittal Items (as stated in 1.4 above) as **separate** pdfs by clicking **Select**. Be sure to use appropriate distinguishing file names.

- Complete pdf of the **site plan**.
 - Please rename the file name of the attachment to SITE PLAN_[6DIGIT DATE] (use the date you are submitting the site plan)
- Complete pdf of the landscape plan (if independent from the site plan pdf)
 - Please rename the file name of the attachment to LANDSCAPE PLAN_[6 DIGIT DATE] (use the date you are submitting the site plan)
- Complete pdf of storm water management plan report (**SWMP**) or SWMP WAIVER
 - Please rename the file name of the attachment to SWMP or SWMP WAIVER_[6 DIGIT DATE] (use the date you are submitting the storm water management plan or storm water management plan waiver)

4.3.7 Click Upload.

4.3.8 Once the 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. You can also attach from a completed application (see 5.5 below). In order to delete an attachment once an application is submitted you must contact the Planning Division.



Attachments

Filename **Select**

SWMP 033117.pdf Remove

SWMP 033117.pdf Description:

UPLOAD

Attachments:

- SITE PLAN 033117.pdf **DELETE**
- SITE PLAN 033117 **DELETE**
- LANDSCAPE PLAN 033117.pdf **DELETE**
- LANDSCAPE PLAN 033117 **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 site plan are sent via email, while approval letters are mailed to the street addresses you provide.

Application for a SITE PLAN REVIEW Project

Applicant Information

*Name	CITY OF BISMARCK	*Phone	(701) 355-1840
*Address	221 N 5th St	*Email Address	SBOGACZYK@BISMARCKND.GOV
*City	BISMARCK		
*State	ND	*Zip	58503 -

Owner Information

*Name	BISMARCK, CITY OF	*Phone	(701) 355-1840
*Address	PO BOX 5503	*Email Address	
*City	BISMARCK		
*State	ND	*Zip	58506 - 5503

Consultant Information

Name	ABC HANDY COMPANY	Phone	(701) 555-5555
Address	555 N 55TH AVENUE	Email Address	ABCHANDY@EMAIL.COM
City	BISMARCK		
State	ND	Zip	58501 -

[CLEAR](#)

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

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4.5 Step 3 Review and Submit

- 4.5.1 If everything is correct click Submit. Otherwise, click Previous Step to edit. Fees appear as \$0.00 because a fee schedule, specific to your request, will be sent via email. (See 1.3)

Application for a SITE PLAN REVIEW Project
Review the information below prior to submitting the application

Project Information EDIT	Location EDIT				
Type: SITE PLAN REVIEW Subtype: NEW CONSTRUCTION Description: MODERN ART MUSEUM	221 N 5TH ST BISMARCK, ND 58501				
Contacts EDIT	Fee Information				
Applicant Information City of Bismarck (701) 355-1840 221 N 5th St SBOGACZYK@BISMARCKND.GOV Bismarck, ND 58503	<table><thead><tr><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td>Total Fees</td><td>\$0.00</td></tr></tbody></table>	Type	Amount	Total Fees	\$0.00
Type	Amount				
Total Fees	\$0.00				
Owner Information BISMARCK, CITY OF (701) 355-1840 PO BOX 5503 SBOGACZYK@BISMARCKND.GOV BISMARCK, ND 58506 - 6550	Attachments				
Consultant Information ABC HANDY CORPORATION (701) 555-5555 555 MAIN STREET HANDYCORP@HELPFUL.COM BISMARCK, ND 58501	Attachments: SITE PLAN 033117.pdf DELETE SITE PLAN 033117 DELETE LANDSAPE PLAN 033117.pdf DELETE LANDSCAPE PLAN 033117 DELETE SWMP 033117.pdf DELETE SWMP 033117 DELETE To upload additional attachments click Here				
CANCEL PREVIOUS STEP SUBMIT					

- 4.5.2 All Contacts with an email listed will receive an email confirming that the application has been submitted. A follow-up email will be sent reporting fees due, and direct you to pay through eTRAKiT.

Confirmation
You will be notified with amount due information.

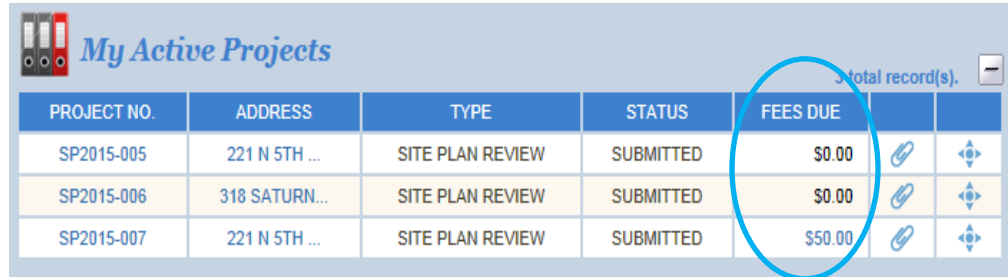
[VIEW PROJECT](#)

- 4.5.3 If you click View Project you will be able to see the review process, **once a project has been paid**, by clicking the tab *Reviews*.

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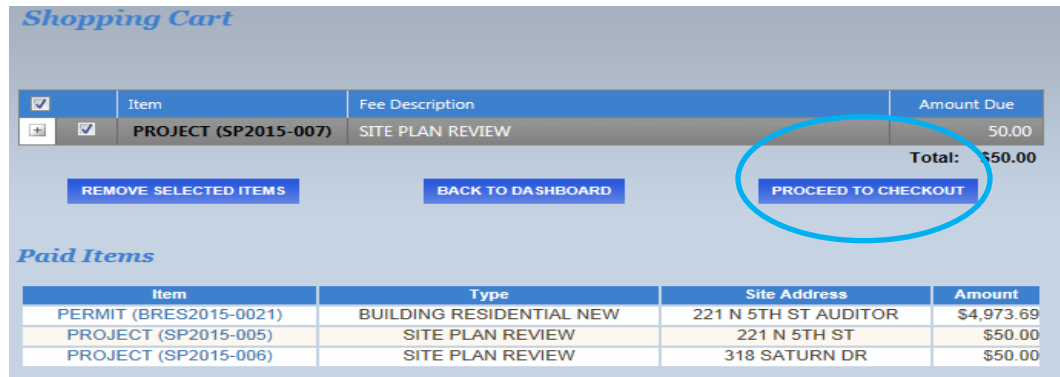
4.6 Step 4 To Pay for a Site Plan Review

4.6.1 When you receive an email requesting payment, log into [eTRAKIT](#) and scroll to the project on your Dashboard under My Active Projects and click on one of the fees you wish to pay.



PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
SP2015-005	221 N 5TH ...	SITE PLAN REVIEW	SUBMITTED	\$0.00		
SP2015-006	318 SATURN...	SITE PLAN REVIEW	SUBMITTED	\$0.00		
SP2015-007	221 N 5TH ...	SITE PLAN REVIEW	SUBMITTED	\$50.00		

4.6.2 Review your shopping cart and select Proceed To Checkout. This will take you to your Checkout Summary.



<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PROJECT (SP2015-007)	SITE PLAN REVIEW	50.00
Total:			\$50.00

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [PROCEED TO CHECKOUT](#)

Paid Items

Item	Type	Site Address	Amount
PERMIT (BRES2015-0021)	BUILDING RESIDENTIAL NEW	221 N 5TH ST AUDITOR	\$4,973.69
PROJECT (SP2015-005)	SITE PLAN REVIEW	221 N 5TH ST	\$50.00
PROJECT (SP2015-006)	SITE PLAN REVIEW	318 SATURN DR	\$50.00

4.6.3 From the Checkout Summary select Proceed To Payment 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.



PROJECT	SP2015-007	221 N 5TH ST
Description	Quantity	Amount
SITE PLAN REVIEW	1	\$50.00
SITE PLAN REVIEW - PLANNING		50.00
Total Fees:		\$50.00
Total:		\$50.00

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#) [BILL ME](#)

5.0 Site Plan REVIEW AND APPROVAL PROCESS

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5.1 Upon receipt of a complete submittal, the initial review typically takes approximately ten (10) 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 *Applicant* will be notified if more information is required to review the request.

5.2 As the site plan 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 to the site plan or storm water plan as required by logging into eTRAKiT. (See 5.2.1 below) An email is **not** automatically sent to Contacts every time a comment is submitted, only when a project status has changed from, for instance, Submitted to Payment Required. However, an email to Reviewers is generated every time a Contact submits a comment to a Reviewer, or a pdf is attached.

5.2.1 To check reviews and the status of your application please login as seen in 3.0 using your user name and password. From My Dashboard scroll down to My Active Projects and click the project number.

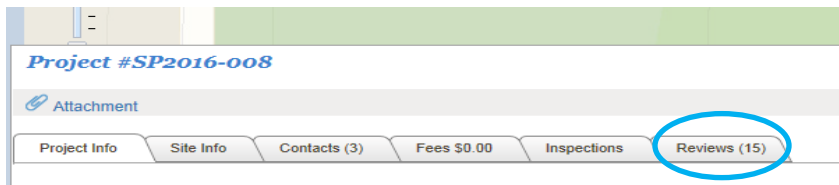
PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
SP2016-008	2625 N 19T...	SITE PLAN REVIEW	IN REVIEW	\$0.00		

5.3 An email **is** sent (to contacts if an email is provided) when a status of Submitted, Incomplete, Payment Required, Paid, In Review and Approved is updated.

5.4 A report including all reviewer comments pertaining to the site plan will be generated every Monday. This report will be uploaded to attachments and be named PROJECT REVIEWS W/CONTACTS_[6 DIGIT DATE].

5.5 Site plan approval letters will be issued by the Engineering Department (701) 355.1505 when all matters are resolved and all reviewers have approved the site plan.

5.6 Click Reviews tab



5.7 Click each **Respond** or **More Info** title to see reviewer comments, and scroll down for entire list.

Type	Reviewer	Status	Submitted	Completed	Due Date	
COMPLETENESS CHECK SB	Sandra Bogaczyk	COMPL...	2/17/2016	3/24/2016	3/24/2016	Respond
SPR - BUILDING INSPECTI...	Brady Blaskowski	APPRO...	3/24/2016	4/1/2016	3/31/2016	Respond
SPR - ENG - CONCRETE	Dave Renner	APPRO...	3/24/2016	3/28/2016	3/31/2016	Respond
SPR - ENG - OVERALL	Linda Oster		3/24/2016		3/31/2016	More Info
SPR - ENG - SWMP	Michael Greer	APPRO...	3/24/2016	4/1/2016	3/31/2016	Respond
SPR - ENG - TRAFFIC	Mark Berg	NO CO...	3/24/2016	4/1/2016	3/31/2016	Respond
SPR - ENG - UTILITIES	Dave Renner	APPRO...	3/24/2016	3/28/2016	3/31/2016	Respond
SPR - FIRE	Ron Kunda	APPRO...	3/24/2016	3/24/2016	4/14/2016	Respond
SPR - FORESTRY	Michael Miller	REVISE...	3/24/2016	4/5/2016	3/31/2016	Respond
SPR - PLANNING	Jenny Wollmuth	REVISE...	3/24/2016	4/1/2016	3/31/2016	Respond
SPR - PUBLIC WORKS - SE...	Jeff Heintz	OUTST...	3/24/2016	3/28/2016	3/31/2016	Respond
SPR - PUBLIC WORKS - SWM	Terry Halsteng...	NO CO...	3/24/2016	3/30/2016	3/31/2016	Respond
SPR - PUBLIC WORKS - UT...	Michelle Klee		3/24/2016		3/31/2016	More Info

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

- Logging in (See [3.0](#))
- Clicking *Search Projects* in the left column and typing an Address, Project #, or Project Type.

The screenshot displays the eTRAKiT web application interface. On the left, a blue sidebar contains two main sections: 'Permits' and 'Projects'. Under 'Permits', there are links for 'Apply For New Permit', 'Search Permit', 'Pay Fees', 'Fees Estimator', and 'View on Map'. Under 'Projects', there are links for 'Apply for New Project', 'Search Projects' (which is circled in red), 'Pay Fees', 'Fees Estimator', and 'View on Map'. The main content area is titled 'Project Search' and features a search form. The 'Search By:' dropdown menu is open, showing three options: 'Address', 'Project #', and 'Project Type'. To the right of the dropdown is a 'Begins With' dropdown and an empty text input field. A blue 'SEARCH' button is located to the right of the input field. Below the search form, there is a 'MAP ON' toggle switch.

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