



City of Bismarck
 Planning Department
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 PO Box 5503 • Bismarck, ND 58506-5503
planning@bismarcknd.gov TDD: 711
 Last Revised: 10/27/25

UNIFIED DEVELOPMENT APPLICATION

APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS AND SIGNATURES HAVE BEEN RECEIVED

For Internal Office Use	
Project ID(s) Primary First	

Application submitted for (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Preliminary Major Plat | <input type="checkbox"/> Lot Modification | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Final Major Plat | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Plat Modification |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Lot Split | <input type="checkbox"/> Right-of-Way Vacation |
| <input type="checkbox"/> Rural Residential Lot Split | <input type="checkbox"/> Lot Combination | <input type="checkbox"/> Easement Release |
| <input type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Annexation | <input type="checkbox"/> Non Access Line Release |
| <input type="checkbox"/> Zoning Map Amendment (PUD) | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Future Land Use Plan Amendment |
| <input type="checkbox"/> PUD Amendment | Type: | <input type="checkbox"/> Major Street Plan Amendment |

Mark the Individual who will be primary contact with City of Bismarck regarding this application:

APPLICANT/COMPANY Email / phone is confidential and exempt from open records per NDCC §44-04-18.21

Name	Phone	Email
Address	City	State Zip

PROPERTY OWNER (if different from applicant) Email / phone is confidential and exempt from open records per NDCC §44-04-18.21

Name	Phone	Email
Address	City	State Zip

Note: If the property owner is a corporation, partnership, trust, etc., attach documentation to demonstrate that the person signing the application is legally authorized to sign on behalf of the organization. Fill as representative for multiple property owners, but all owners must sign application.

CONSULTANT/AGENT/COMPANY (if applicable) Email / phone is confidential and exempt from open records per NDCC §44-04-18.21

Name	Phone	Email
Address	City	State Zip

SUBJECT PROPERTY INFORMATION	
Address(es):	Acres: (0.00)
Existing Legal Description(s) (lot, block, subdivision):	Proposed Legal Description/Subdivision Name (if applicable)
	Proposed Number of Lots:
	Proposed Number of Blocks:

Note: Legal descriptions must be complete and accurate. Attach a separate Microsoft Word (.docx) document if more space is needed. Zoning map amendments with multiple districts must include the legal description for each district.

CONTINUATION OF PROCESS

Scoping ID (e.g. STRT...)		Stormwater ID (e.g. PCSMP...)		Preliminary Plat (e.g. PPLT...)	
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Note: Applications for preliminary plat require a pre-application meeting and return of a stormwater scoping sheet. Applications for final plat require approval of a preliminary plat and conditional approval of a Post Construction Stormwater Management Plan (PCSMP). Staff will use IDs to verify.

FOR ZONING MAP AMENDMENT/PLAN AMENDMENT ONLY

Existing Zoning:		Proposed Zoning:	
Existing Future Land Use:		Proposed Future Land Use:	
Proposed Zoning Conditions (if applicable):			

PROPOSAL AND REASON FOR REQUEST

Please provide a detailed summary of your proposal below, including proposed land uses, development of infrastructure and public spaces, and timelines, as known. Information relevant to compliance with City Code of Ordinances should be included. Provide facts and reasons to support the need for the requested change and how it would conform to and/or advance the goals and objectives of Bismarck's Comprehensive Plan. Attach separately, if more space is needed.

An additional document is attached with more information

Acknowledgments and Authorization

I/we signatories of this application acknowledge the following:

- I/we attest that the information contained in this application, and all attached documents, is accurate and complete to the best of my knowledge and ability.
- I/we grant approval for City of Bismarck staff to enter the property described herein for purposes related to evaluation, public notification, and documentation of the requested action.
- I/we hereby waive approval timeline requirements of NDCC Section 40-48-21 in return for expeditious consideration of my application by the City. Because of scheduling and calendar considerations, the subdivision plat may not be finally approved within 30 days, as therein required.
- I/we understand that the City of Bismarck will record an approved subdivision, ordinance, easement, or other document with the Burleigh County Recorder's Office on my behalf once it has been signed and submitted to the City in recordable form.
- I/we understand that a complete application must be received by the submittal deadline stipulated on the published Meeting Schedule and Application Deadlines to be eligible for a hearing at the next available meeting of the relevant board.
- I/we understand that the City will post legal notice of public hearing on my behalf for any annexation, rather than the applicant per NDCC Section 40-51.2-05.
- I/we authorize the consultant listed on this application to revise any documents, request delay, and/or withdraw the request on behalf of applicant.
- I/we understand the requirements of the Bismarck Code of Ordinances and the North Dakota Century Code as they pertain to this request(s).
- I/we are aware that there may restrictive covenants or other private contractual limitations on this land beyond what is reviewed by the City for this request.
- I/we certify that all property owners of lands included within this request are listed on this application.
- I/we understand that an approval of the request(s) is not guaranteed and any fees paid are non-refundable.

I/we 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)

Submittal Instructions

1. Read over the Unified Development Application carefully and review the [Meeting Schedule and Application Deadlines](#) and [Fee Schedule](#). Consult notes from pre-application meeting, if available, and [contact Planning staff](#) with any questions about required items.
2. Complete all boxes on this Unified Development Application, including City Submittal Checklist, except for signatures and dates on this page.
3. Prepare all required submittal attachments and export into proper file formats.
4. Communicate with all signatories/payers in advance, so they are fully aware of the application/attachments.
5. Submit the application to the Planning Department by attaching to an email to planning@bismarcknd.gov.
6. Attach remaining required submittals to same email. Please do not send documents in multiple emails.
7. Note email addresses for each signatory listed on the application in the body of the email, unless already given in application. These emails are not a public record. Use the [Affidavit of Development Application](#) form if more than four individuals need to sign the application.
8. An email will be sent to all email addresses on application with instructions to pay fee by phone or online. Applicants may also mail or deliver a check for payment by the same deadline.
9. Planning staff will send the application by email to each provided address using a secure platform to obtain a digital signature from each person.
10. Signatories must sign by that Friday at 5pm to be deemed complete and proceed on the application cycle. Applications may be submitted early to allow extra time for signature or payment.

CITY SUBMITTAL CHECKLIST

The following items have been submitted with the unified development application:

		Submitted	N/A
<p>Major Subdivision Preliminary Plat</p> <p>Consult notes from pre-application meeting for applicability of submittal items. There may be additional items not included on this list.</p>	Preliminary plat (.pdf format) No physical copies required	<input type="checkbox"/>	Always Required
	<u>Preliminary plat checklist</u> completed by applicant	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Digital lines exported from CAD files (.dwg format) meeting all <u>GIS submittal requirements</u>	<input type="checkbox"/>	Always Required
	Area Concept Development Plan streets and land uses for all contiguous land under common ownership	<input type="checkbox"/>	<input type="checkbox"/>
	Preliminary utility servicing plan for urban or urbanizing subdivisions	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Justification for Use of Cul-de-Sacs</u> form	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Justification for Private Streets</u> form	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Impact Study for development with notable trip generation potential	<input type="checkbox"/>	<input type="checkbox"/>
	Waiver request from <u>subdivision requirements form</u>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Intent for Neighborhood Park for urban residential, unless waived or in approved park development agreement	<input type="checkbox"/>	<input type="checkbox"/>	

		Submitted	N/A
<p>Major Subdivision Final Plat</p> <p>Consult notes from pre-application meeting</p>	Final plat (.pdf format) No physical copies required	<input type="checkbox"/>	Always Required
	<u>Final plat checklist</u> completed by applicant	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Digital lines exported from CAD files (.dwg format) meeting all <u>GIS submittal requirements</u>	<input type="checkbox"/>	Always Required
	Title Insurance Policy or attorney's opinion of ownership with a list of all property interests	<input type="checkbox"/>	Always Required
	Neighborhood Park Development Agreement (draft) for urban residential, unless waived or in approved park development agreement	<input type="checkbox"/>	<input type="checkbox"/>

		Submitted	N/A
<p>Minor Subdivision</p> <p>Consult notes from pre-application meeting for applicability of submittal items. There may be additional items not included on this list.</p> <p style="text-align: center;"><i>continued ...</i></p>	Final plat (.pdf format) No physical copies required	<input type="checkbox"/>	Always Required
	<u>Final plat checklist</u> completed by applicant	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Digital lines exported from CAD files (.dwg format) meeting all <u>GIS submittal requirements</u>	<input type="checkbox"/>	Always Required
	Title Insurance Policy or attorney's opinion of ownership with a list of all property interests	<input type="checkbox"/>	Always Required
	Area Concept Development Plan streets and land uses for all contiguous land under common ownership	<input type="checkbox"/>	<input type="checkbox"/>

Minor Subdivision (continued)	Preliminary utility servicing plan for urban or urbanizing subdivisions	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Justification for Private Streets form</u>	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Impact Study for development with notable trip generation potential	<input type="checkbox"/>	<input type="checkbox"/>
	Waiver request from <u>subdivision requirements form</u>	<input type="checkbox"/>	<input type="checkbox"/>
		Submitted	N/A
Rural Residential Lot Split	Site Exhibit (.pdf format) showing existing site features and boundaries and proposed boundaries	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Digital lines exported from CAD files (.dwg format) meeting all <u>GIS submittal requirements</u>	<input type="checkbox"/>	Always Required
		Submitted	N/A
Zoning Map Amendment	Map of Area to be Rezoned (.pdf format) showing each district if multiple zoning districts are requested	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
		Submitted	N/A
Zoning Map Amendment (PUD)	Map of Area to be Rezoned (.pdf format)	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Site Exhibit (.pdf format) showing proposed design and layout of development	<input type="checkbox"/>	<input type="checkbox"/>
	Architectural Drawings building elevations, renderings, or floorplans, as applicable	<input type="checkbox"/>	<input type="checkbox"/>
		Submitted	N/A
PUD Amendment	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Site Exhibit (.pdf format) showing proposed design and layout of development	<input type="checkbox"/>	<input type="checkbox"/>
	Architectural Drawings building elevations, renderings, or floor plans, as applicable	<input type="checkbox"/>	<input type="checkbox"/>
		Submitted	N/A
Lot Modification	Applicable fee, as determined from <u>fee schedule</u>	<input type="checkbox"/>	Always Required
	Site Exhibit (.pdf format) showing existing site features and boundaries and proposed boundaries	<input type="checkbox"/>	<input type="checkbox"/>
	Draft Certificate of Survey	<input type="checkbox"/>	<input type="checkbox"/>
		Submitted	N/A
Annexation	Map of Area to be Annexed (.pdf format)	<input type="checkbox"/>	Always Required

		Submitted	N/A
Special Use Permit	Applicable fee, as determined from fee schedule	<input type="checkbox"/>	Always Required
	Site Exhibit (.pdf format) showing proposed design and layout of development	<input type="checkbox"/>	<input type="checkbox"/>
	Architectural Drawings only for accessory dwelling unit	<input type="checkbox"/>	<input type="checkbox"/>
	Photo of Building and Inspections Report only for moving building	<input type="checkbox"/>	<input type="checkbox"/>
	EMC Sign Permit Requirements outlined in Section 14.03.1-04(3)	<input type="checkbox"/>	<input type="checkbox"/>

		Submitted	N/A
Variance	Applicable fee, as determined from fee schedule	<input type="checkbox"/>	Always Required
	<u>Written Statement of Hardship</u> form	<input type="checkbox"/>	Always Required
	Site Exhibit (.pdf format) showing proposed design and layout of development	<input type="checkbox"/>	<input type="checkbox"/>
	Architectural Drawings (.pdf format) building elevations, renderings, or floor plans, as applicable	<input type="checkbox"/>	<input type="checkbox"/>

		Submitted	N/A
Plat Modification	Site Exhibit (.pdf format) showing location of platted area to be modified	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from fee schedule	<input type="checkbox"/>	Always Required
	<u>Utility Consent</u> form signed by each impacted utility for all right-of-way vacations and certain easement releases	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Petition for Vacation or Release</u> form Required for right-of-way vacation and easement release.	<input type="checkbox"/>	<input type="checkbox"/>
	Replacement Easement Exhibit Draft for new easements to be recorded as a replacement	<input type="checkbox"/>	<input type="checkbox"/>

		Submitted	N/A
Future Land Use Plan (FLUP) Amendment	Map of Area to be Amended (.pdf format) showing each land use designation if multiple are requested	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from fee schedule	<input type="checkbox"/>	Always Required

		Submitted	N/A
Major Street Plan (MSPA) Amendment	Map of Area to be Amended (.pdf format) showing existing and proposed street alignment and functional class	<input type="checkbox"/>	Always Required
	Applicable fee, as determined from fee schedule	<input type="checkbox"/>	Always Required

To Submit Application:
 Email planning@bismarcknd.gov and attach this completed application and all required attachments