



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

Last Revised: 2/08/2023

UNIFIED DEVELOPMENT APPLICATION

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 Map Amendment | <input type="checkbox"/> Planned Unit Development (PUD) / PUD Amendment | |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Rural Lot Split (RR & RR5) | |
| <input type="checkbox"/> Major Street Plan Amendment | | <input type="checkbox"/> Future Land Use Plan Amendment | |

Lot Modification

- Lot Line Adjustment
- Lot Split
- Lot Combination

Plat Modification

- Street/Alley Vacation
- Easement Release
- Non-Access Line Release

PROPERTY INFORMATION

Project Name:			
Legal description: (Lot, Block, Addition/Subdivision)			
Street address of property:			
Existing Zoning:		Proposed Zoning:	
Acreage:		Number of Lots:	
Description of development proposal, including reason(s) for the request: <i>(if additional room is needed, please attach a separate sheet)</i>			

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:		E-mail:	

PROPERTY OWNER <i>(If Different Than Applicant/Developer)</i>			
Name:			
Daytime Phone:		E-mail:	

CONTACT PERSON/CONSULTANT <i>(If Different Than Applicant/Developer)</i>			
Name:			
Daytime Phone:		E-mail:	

I/we attest that this application is complete with the required information as outlined in the attached submittal checklist. 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.

If a subdivision plat application: Because of scheduling and calendar considerations, the subdivision plat may not be finally approved within 30 days as per NDCC Section 40-48-21. I/we hereby waive said requirements in return for expeditious consideration of my application by the City. I/we understand that the City of Bismarck will record the approved subdivision with the Burleigh County Recorder's Office on my/our behalf once it has been signed and submitted to the City in recordable form.

If an annexation application: I/we understand that the City will post legal notice of public hearing on my/our behalf rather than the applicant as specified in NDCC Section 40-51.2-05.

I/we understand the regulations of the Bismarck Zoning Ordinance and the North Dakota Century Code as they pertain to this request(s). I/we certify that all property owners have signed or ratified this application. 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)

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

Submittal 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 Friday that is 25 calendar days prior** to the meeting.

Development applications for lot modifications are processed administratively and may be submitted at any time.

CITY SUBMITTAL CHECKLIST

Applying for:

<input type="checkbox"/> Preliminary Plat	<p><i>If urban residential subdivision:</i> Required pre-application meeting date with Bismarck Parks & Recreation District staff </p> <p>Required pre-application meeting date with City of Bismarck staff: </p>				
		Submitted	N/A		
	8 prints of plat, including all items listed on preliminary plat checklist <input type="checkbox"/>	<input type="checkbox"/>			
	Preliminary plat checklist , completed by applicant <input type="checkbox"/>	<input type="checkbox"/>			
	Fee of \$1,000.00 (Resubmittal fee of \$50.00 required with additional resubmittals of the preliminary plat) <input type="checkbox"/>	<input type="checkbox"/>			
	8-1/2" x 11" paper reduction of the plat <input type="checkbox"/>	<input type="checkbox"/>			
	Digital copies of the preliminary plat e-mailed to the City (in both .dwg and .pdf formats) or uploaded to TRAKIT <input type="checkbox"/>	<input type="checkbox"/>			
	Approved stormwater management scoping sheet (SM04) <input type="checkbox"/>	<input type="checkbox"/>			
	Area concept development plan for all contiguous land under common ownership <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	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 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Preliminary municipal utility servicing plan (if within/adjacent to city limits) emailed to the City or uploaded to TRAKIT <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The following information is provided on the preliminary plat: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • Centerline roadway miles of all new dedicated rights-of-way, summarized by local, collector, and arterial • Maximum allowable new housing units in subdivision, summarized by zoning district • Description and dimensions of new trunk lines, lift stations, or other major facilities necessary to serve the plat, if any • The Identification of undevelopable land, if any 				
	<i>If in Urban Service Area Boundary (USAB) and ghost platting:</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Roadway profiles - 3 of existing elevation (centerline & 50 feet beyond right-of-way lines) & 2 centerlines of proposed designs (both urban & rural)				
	Written justification for use of cul-de-sacs, if applicable <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Written justification for use of private roadways, if applicable <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	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 application being submitted <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>If urban residential subdivision:</i> Statement of intent to provide neighborhood parks and open space, a copy of a waiver from the Director of the Bismarck Parks and Recreation District, or an existing park development agreement, if applicable <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Major Subdivision
Final Plat**

Planning & Zoning Commission tentative approval date:

Submitted N/A

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

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

Fee of \$1,650.00 (Resubmittal fee of \$50.00 required with additional resubmittals of the final plat)

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

Digital copies of the final plat [e-mailed to the City](#) (in both .dwg and .pdf formats) or uploaded to TRAKiT

Copy of the 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)

If in Urban Service Area Boundary (USAB) and ghost platting: Master plans for future extension of municipal water & sewer and road grading plans - both urban and rural

If within 2 miles of city limits: Plat note on rural water service lines installed to City standards

If urban residential subdivision: Copy of draft agreement for neighborhood park(s) within the subdivision, as prepared by and agreed to by the Bismarck Parks and Recreation District, or existing agreement, if applicable, or approved waiver

**Minor Subdivision
Final Plat**

Required pre-application meeting date:

Submitted N/A

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

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

Fee of \$1,750.00 (Resubmittal fee of \$50.00 required with additional resubmittals of the minor plat)

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

Digital copies of the final plat [emailed to the City](#) (in both .dwg & .pdf formats) or uploaded to TRAKiT

Completed stormwater management scoping sheet (SM04) (Copy of the 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)

Preliminary municipal utility servicing plan (if within/adjacent to city limits) [emailed to the City](#) or uploaded to TRAKiT

	Written justification for the use of private roadways, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plat Vacation	Fee of \$1,200.00	Submitted <input type="checkbox"/>	N/A
	Map of area to be vacated	<input type="checkbox"/>	
	Legal description of area to be vacated	<input type="checkbox"/>	
<input type="checkbox"/> Annexation/ Detachment	Fee of \$750.00	Submitted <input type="checkbox"/>	N/A
	Map of area to be annexed/detached	<input type="checkbox"/>	
	Legal description of area to be annexed or detached	<input type="checkbox"/>	
<input type="checkbox"/> Zoning Map Amendment	Fee of \$1,300.00	Submitted <input type="checkbox"/>	N/A
	Map of area to be rezoned	<input type="checkbox"/>	
	Legal description of area to be rezoned, including lots and blocks by district if multiple zoning district are requested	<input type="checkbox"/>	
<input type="checkbox"/> Planned Unit Development (PUD) or PUD Amendment	Fee of \$1,400.00 (new PUD) or \$1,100.00 (major PUD amendment)	Submitted <input type="checkbox"/>	N/A
	1 print of the site exhibit, at not less than 1" = 100' scale and digital version (.pdf) emailed to the City or uploaded to TRAKiT	<input type="checkbox"/>	
	8-1/2 " x 11" paper reduction of the site exhibit	<input type="checkbox"/>	
	Written statement	<input type="checkbox"/>	
	Architectural drawings	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Major Street Plan (MSP) Amendment	Fee of \$1,300.00 (if not submitted in conjunction with plat)	Submitted <input type="checkbox"/>	N/A
	Written justification outlining need for Major Street Plan amendment	<input type="checkbox"/>	
	Map of proposed modification of roadway alignments, drawn to scale, in digital form (.pdf) emailed to the City or uploaded to TRAKiT	<input type="checkbox"/>	
<input type="checkbox"/> Future Land Use Plan (FLUP) Amendment	Fee of \$1,300.00 (if not submitted in conjunction with zoning map amendment)	Submitted <input type="checkbox"/>	N/A
	Written justification outlining need for Future Land Use Plan amendment	<input type="checkbox"/>	
	Map of proposed amendment to Future Land Use Plan, drawn to scale, in digital form (.pdf) emailed to the City or uploaded to TRAKiT	<input type="checkbox"/>	

		Submitted	N/A
<input type="checkbox"/> Special Use Permit	Fee of \$700.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 print of the site exhibit, at not less than 1" = 20' scale and a digital version (.pdf) emailed to the City or uploaded to TRAKiT	<input type="checkbox"/>	<input type="checkbox"/>
	8-1/2 " x 11" paper reduction of the site exhibit	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative describing proposed operations/activities	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If accessory dwelling unit:</i> Floor plan of building	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If EMC sign in residential district:</i> Items in Section 14.03.1-04(3) - Permit Submittal Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If moving building:</i> Photograph of the building and Building Inspections report	<input type="checkbox"/>	<input type="checkbox"/>

		Submitted	N/A
<input type="checkbox"/> Variance	Fee of \$550.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Site exhibit, drawn to scale (no larger than 11" x 17"), with dimensions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Elevation of proposed structure(s), if required	<input type="checkbox"/>	<input type="checkbox"/>
	Written statement of hardship , completed by applicant (separate form that must be completed for variances)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

		Submitted	N/A
<input type="checkbox"/> Rural Residential Lot Split (in RR or RR5 only)	Fee of \$750.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Exhibit showing how the parcel is to be modified with all existing buildings, structures, and drain field(s) on the property, setbacks from existing and proposed parcel boundaries and a scale bar. Exhibit does not need to be stamped and signed by a Registered Land Surveyor; however, if approved, a certificate of survey and/or a plat of irregular description will be required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Legal description of property, both existing and proposed, with sizes and dimensions. Exhibit does not need to be stamped and signed by a Registered Land Surveyor; however, if approved, a certificate of survey and/or a plat of irregular description will be required	<input type="checkbox"/>	<input checked="" type="checkbox"/>

		Submitted	N/A
<input type="checkbox"/> Lot Modification (Not in RR or RR5)	Fee of \$150.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Exhibit showing the proposed modification with all existing buildings or structures on the property and setbacks from existing and proposed parcel boundaries and a scale bar. Exhibit must be stamped by a Registered Land Surveyor if lot split or lot line adjustment (not required for a lot combination/ or if all affected properties are vacant)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Legal description(s) of the existing lot(s) and/or parcel(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Draft certificate of survey including the proposed legal description(s), size(s), property boundary and dimension for the resulting parcel(s) (not required for a lot combination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plat Modification
(street/alley vacation,
non-access line release
or easement release)

Date of communication with City or County Engineer (roadway, water,
sanitary, drainage and stormwater)

Submitted

N/A

Fee of \$550.00 (street/alley vacation)

Fee of \$400.00 (non-access line release)

Fee of \$400.00 (easement release)

Exhibit showing location of request

For right-of-way vacation and utility easement release: Utility consent
forms from all impacted utilities