

Planning and Zoning

Application Packet

**City of Bowbells
PO Box 113
Bowbells, North Dakota 58756
Phone: (701) 453-3641**

This application packet is used for all Planning and zoning applications. It includes a blank application form, an application checklist, submittal requirement definitions, a fee schedule, and a meeting schedule for the Planning and Zoning Board, and City Council.

A separate application is required for each type of request. Do not combine applications of different types.

Please be aware that during the application process, submittal of revised plans after your receipt of the project staff report may delay the hearing of your application by the Planning and Zoning Board between four to eight weeks.

All submitted site plans, maps and documents must be folded to 9" x 12" size. Rolled site plans, maps or documents will not be accepted.

Thank you for your cooperation.

Planning and Zoning Application

****Please review all submittal requirements before completing this form. Type or print only.****

Application Type: _____ Date: _____

Project Information:

Project Name: _____ Assessor's Parcel No.: _____

Project Address/Location: _____

Existing Zoning/Land Use Plan: _____ Proposed Zoning/Land Use Plan: _____

Gross Acreage: _____ # of Lots/Units: _____ Units/Acre: _____ Commercial Sq. Ft.: _____

Related Applications: _____

Applicant Information:

Applicant Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

E-mail: _____ Fax: _____

Representative: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

E-mail: _____ Fax: _____

Property Owner: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

E-mail: _____ Fax: _____

Legal Information:

Property Owner(s) Signature(s)

Owner(s) Name(s) Printed Title

State of _____

County of _____

Subscribed and acknowledged before me this _____ day
Of _____ 20__ by _____

Notary Public

Department Filing Information:

Case No.:

A/P#:

Reference Case:

Date Accepted:

Meeting Date:

Accepted By:

Total Fee:

Receipt No.:

Planning and Zoning

Submittal requirements

- Application:** The enclosed form is used for all planning applications. Fill-in the "Application Type" on the top line. The property owner(s) must sign the application or submit a *Power of Attorney* authorizing an agent to sign. The application must be complete or it may delay the processing of your request.
- Letter of Intent:** A detailed letter describing the request and its purpose. The letter should discuss how the request could affect traffic conditions, the surrounding neighborhood, and how it would benefit the general public. A timetable for construction of all improvements should be included in the letter.
- Notarized Signature:** All property owners, or an authorized agent, must have their signature(s) notarized by an authorized Notary Public for all items indicated on the matrix.
- Legal Description:** In most cases, the legal description on the deed is sufficient; however, Land Use Plan Amendments, Vacations and Re-zonings require a metes-and-bounds description to be submitted on a hard copy.
NOTE: In some cases, an electronic format may be required, or the legal description may be sent via e-mail.
- Site Plan:** Draw to scale and make legible all proposed and existing structures, building dimensions and setbacks, utility easements and locations, number of parking spaces and dimensions, ingress/egress driveways, signage, lot square footage (if greater than two acres, show acreage), lot coverage, adjacent streets and rights-of-way, and areas to be landscaped. A vicinity map (with north arrow) shall be provided, but need not be to scale. The site plan shall be prepared at a scale not greater than 40:1 and stamped by a land surveyor, engineer, architect or landscape architect licensed in the State of North Dakota.
- Boundary Map:** Identify (at a scale not greater than 40:1) the entire boundary of the property with dimensions and azimuths. Existing structures, easements, ingress/egress driveways, pavement and any improvements shall be identified by location, dimension and type. A vicinity map (with north arrow) shall be provided, but need not be to scale. The boundary map shall be prepared and stamped by a land surveyor or engineer licensed in the State of North Dakota.
- Preliminary Plat:** Refer to the enclosed "Preliminary Plat Checklist" in this package for submittal requirements.
- Fee:** A "Fee Schedule" is included in this package for your convenience. Please call the city auditor to verify fees prior to submittal.

Planning and Zoning

Annexation Checklist

The following information is required for all annexation applications:

- Original signed and notarized application form
- Copy of the current deed
- Sufficient legal description of the land which identifies the location, including exterior subdivision boundary dimensions and acreage
- Current plat map or vicinity map showing the specific project location
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Appeal of Decision Checklist

The following information is required for all requests for an appeal of decision of the Planning Commission or City:

- Original signed and notarized application form
- Signed letter stating the following:
 - ❖ Appeal of decision by whom
 - ❖ Date of the decision for which the appeal is being filed
 - ❖ Reason for the appeal
 - ❖ Any new information that you wish to submit in support of the appeal
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Land Use Plan Amendment

The following information is required for all requests for a Land Use Plan amendment:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Total project acreage
 - ❖ Location and boundaries of proposed land use designations (Including acreage)
 - ❖ Land use designations of abutting properties
 - ❖ Explanation of the intent of the application
 - ❖ Justification and impacts of the proposed changes to the land use plan
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Task Force Request

The following information is required for all requests for a Task Force meeting:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Site plan
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Total project acreage
 - ❖ Listing of the total number of lots including acreage and zoning
 - ❖ Land use and zoning designations of abutting properties
 - ❖ Explanation of the intent of the application
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Conditional Use Permit

The following information is required for all requests for a Conditional Use Permit:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Site plan
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Total project acreage
 - ❖ Explain the proposed uses and operating characteristics of the development
 - ❖ Does the request comply with all applicable development codes?
 - ❖ Is the proposed use compatible with adjacent uses
 - ❖ Will the public safety be maintained and are city services available to the site?
 - ❖ Are there any significant adverse impacts on the natural environment
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Design Review

The following information is required for all requests for a Design Review:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Site plan
- Building elevations
- Landscape plan
- Justification letter (if applicable)
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Extension of Time

The following information is required for all requests for an Extension of Time:

- Original signed and notarized application form
- Copy of current deed
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Explanation of the intent of this application
 - ❖ Total length of time requested or needed
 - ❖ Reason for the extension
 - ❖ Explain why the project was not completed during the original approval time
 - ❖ Are there any significant adverse impacts on the natural environment
 - ❖ Provide status of any related permits or studies
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Final Plat/Amended Plat

The following information is required for all Final Plat applications:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Survey closure calculations
- Approved Preliminary Plat
- Final Plat Map with the following:
 - ❖ Signed and notarized by owner
 - ❖ Signed and stamped by surveyor
 - ❖ Name of proposed plat (must match preliminary plat)
 - ❖ Vicinity map
 - ❖ Total acreage
 - ❖ Total number of lots with lots and block numbers
 - ❖ Lot sizes/dimensions/curve data information
 - ❖ Street names/Street widths
 - ❖ Legend/North arrow/Scale
 - ❖ Adjacent assessor's parcel numbers/record information/recorded dedications
 - ❖ Easements
- Justification letter explaining reasons for amendment (Amended plats only)
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Out-Lot Survey Plat

The following information is required for all Out-Lot Survey Plats:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Survey closure calculations
- Approved Preliminary Plat
- Plat Map with the following:
 - ❖ Signed and notarized by owner
 - ❖ Signed and stamped by surveyor
 - ❖ Name of proposed plat
 - ❖ Vicinity map
 - ❖ Total acreage
 - ❖ Total number of lots with lots and block numbers
 - ❖ Lot sizes/dimensions/curve data information
 - ❖ Street names/Street widths
 - ❖ Legend/North arrow/Scale
 - ❖ Adjacent assessor's parcel numbers/record information/recorded dedications
 - ❖ Easements
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

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Temporary Use Permit

The following information is required for all requests for a Temporary Use Permit:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Site plan
- Building elevations (if applicable)
- Landscape plan (if applicable)
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Total project acreage
 - ❖ Explain the proposed uses and operating characteristics of the development
 - ❖ Does the request comply with all applicable development codes?
 - ❖ Is the proposed use compatible with adjacent uses
 - ❖ Will the public safety be maintained and are city services available to the site?
 - ❖ Are there any significant adverse impacts on the natural environment
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

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Preliminary Plat

The following information is required for all Preliminary Plats:

- ❑ Original signed and notarized application form
- ❑ Copy of current deed
- ❑ Copy of legal description – digital format
- ❑ Current plat map or vicinity map showing the specific project location
- ❑ Preliminary Plat map with the following:
 - ❖ Name of proposed subdivision
 - ❖ A legend clarifying all markings and lines delineated on the map
 - ❖ Date of preparation, scale and a north arrow
 - ❖ Names, addresses and phone numbers of recorded owners, sub divider and person who prepared the map.
 - ❖ Sufficient legal description of the land which identifies the location, including exterior subdivision boundary dimensions and acreage
 - ❖ Present zoning of proposed subdivision
 - ❖ Names of adjacent subdivisions, including lot and block numbers
 - ❖ Proposed subdivision in its entirety at a scale suitable to present all information clearly and legibly
 - ❖ Locations, names, widths, grades, radii and curb radii of all streets, proposed or existing
 - ❖ Widths, locations and document numbers of all easements for drainage, sewer, public utilities, ingress/egress and other purposes
 - ❖ Widths, locations and purposes of all other rights-of-way and/or easements within or adjacent to the proposed subdivision
 - ❖ Locations, widths and directions of flow of all water courses and proposed storm water drainage facilities. Provide drainage facts regarding the property contiguous or adjacent to at least 500 feet in all directions. Flood control problems must be noted
 - ❖ Locations of existing and proposed power and telephone facilities and gas mains
 - ❖ Locations and sizes of existing and proposed water mains

- ❖ Locations and sizes of existing public sanitary sewers and proposed sewers, showing flow directions. It should be stated as to whether the sewage disposal is to be handled by a municipal sewage treatment plant. If individual sewage disposal is proposed, it should be so stated
- ❖ Topography for the entire subdivision with contour intervals not to exceed two (2) feet
- ❖ Lot layout, number of lots, square footage and dimensions of each lot
- ❖ A map indicating plans for the development of the entire area if the proposed plat is a portion of a larger holding intended for subsequent development; modifications in subsequent development will require submission of a revised tentative subdivision map
- ❖ Locations and outlines of each existing structure within the proposed subdivision, noting whether or not such structures are to be moved or will remain within the development. Other physical features which could influence the layout or design of the subdivision shall be identified.
- ❖ A statement regarding protective covenants and deed restrictions which the sub-divider intends to enforce.
- ❖ Indicate how solid waste will be handled

Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

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Variance

The following information is required for all requests for a Variance application:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Site plan
- Building elevations (if applicable)
- Landscape plan (if applicable)
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Total project acreage
 - ❖ Explain the intent and legal hardship
 - ❖ Are there any special circumstances or conditions?
 - ❖ Is the proposed use compatible with adjacent uses?
 - ❖ Will the public health and safety be maintained?
 - ❖ Are there any significant adverse impacts on the natural environment
- Fee

All reviewing and processing of this application will be put on hold until the application is considered complete.

Applicant's Signature

Date

Planning and Zoning

Zone Change

The following information is required for all requests for a zone change application:

- Original signed and notarized application form
- Copy of current deed
- Copy of legal description – digital format
- Current plat map or vicinity map showing the specific project location
- Site plan
- Building elevations (if applicable)
- Landscape plan (if applicable)
- Justification letter stating the following:
 - ❖ Name of project
 - ❖ Is the proposed zone change in conformance with the land use plan?
 - ❖ Explain the proposed uses and operating characteristics of the development
 - ❖ Does the request comply with all applicable development codes?
 - ❖ Is the proposed use compatible with adjacent uses?
 - ❖ Will the public safety be maintained and are city services available to the site?
 - ❖ Are there any significant adverse impacts on the natural environment?
 - ❖ Provide a list of waivers, codes section and justification for each (if applicable)
- Fee

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City of Bowbells

Application Fee Schedule

<i>Application</i>	<i>Fee</i>
Land Use Plan Amendment	\$500 + \$300 notification
Conditional Use Permit	\$300 + \$300 notification
Appeal of Decision	\$300 notification
Task Force Meeting	\$250
Design Review	\$250
Extension of Time	\$200 + \$300 notification (<i>per project file</i>)
Final Plat	\$500 + \$3 per lot (<i>includes 1st lot</i>)
Out-Lot Survey Plat	\$300
Amended Final Plat	\$400
Temporary Use Permit	\$150
Preliminary Plat	\$500
Variance	\$300 + \$300 notification
Zone Change	\$500 + \$300 notification
Annexation	\$300 notification

1/1/2011

City of Bowbells

Notice to Applicants

The City of Bowbells provides a voluntary service to all applicants that can often reduce delays in processing of applications. Applicants are often unaware of the individual requirements of our jurisdiction and applications are incomplete or do not meet our standards.

Interested parties can have the City review a proposed project before being formally submitted. This allows the applicant to make corrections to the project before submittal, which usually prevents delays in the actual application process.