Print Form

BURLEIGH COUNTY
UNIFIED DEVELOPMENT APPLICATION

Application submitted for (check all that apply):

☐ Preliminary Plat ☐ Final Plat ☐ Plat Vacation ☐ Road Vacation

☐ Zoning Change ☐ Variance ☐ Special Use Permit ☐ Lot Split

PROPERTY INFORMATION:

Name of plat:

Legal description of property (lot, block, addition):

Street address of property:

Existing Zoning: Proposed Zoning:

Acreage: Number of Lots:

Description of development proposal, including reason(s) for the request:

APPLICANT/DEVELOPER:

Name: Mailing address:

Telephone Number: Fax Number: Email Address:

PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):

Name: Mailing address:

Telephone Number: Fax Number: Email Address:

CONTACT PERSON/AGENT:

Name: Mailing address:

Telephone Number: Fax Number: Email Address:

NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS HAVE BEEN RECEIVED

Bismarck-Burleigh County Planning & Development Department
Phone: 701-355-1840 * FAX 701-222-6450 * TDD: 711 * P.O. Box 5503 * Bismarck, ND 58506-5503 * cobplan@nd.gov

This application is filed complete with the required information as outlined in the attached submission checklist. I understand the regulations of the Burleigh County Zoning Ordinance as they pertain to this request(s). I certify that all property owners have signed or ratified this application. I hereby request favorable consideration of the above described development application.

_____ _____

(Applicant's Signature) (Date)

_____ _____

(Owner's Signature, if different) (Date)

_____ _____

(Additional Owner's Signature, if applicable) (Date)

VERIFICATION FOR ROADWAY VACATION REQUESTS:

The oath of at least one petitioner is required for road vacations only.

STATE OF NORTH DAKOTA)
) SS
COUNTY OF BURLEIGH)

On this ____day of _____, 200__, 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
My Commission Expires:_____

Submission Deadlines:

The County Planning and Zoning Commission regularly meets on the second Wednesday of each month. All development applications are due at 5:00 p.m., 21 calendar days prior to the meeting.

The following checklist must be completed and submitted with the application form.

COUNTY SUBMISSION CHECKLIST

Applying For:		Submitted	N/A
☐ Preliminary Plat	Required pre-application meeting ☐ Date:		
	12 prints of plat, including all items listed in preliminary plat checklist		
	Preliminary plat checklist, completed by applicant		
	Fee of $200		
	8½" x 11" reduction of plat		
	Digital copy of plat		
	Road master plan & adjacent owner's consent (if required)		
	For subdivisions proposed in areas not under the zoning jurisdiction of Burleigh County, documentation that the subdivision complies with the zoning requirements of the township		
	Written request for amendment to Fringe Area Road Master Plan (if applicable)		
☐ Final Plat	12 prints of plat, including all items listed in final plat checklist		
	Final plat checklist, completed by applicant		
	8½" x 11" reduction of plat		
	Digital copy of plat, if requested		
	Attorney's opinion of ownership, including all easement owners		
	Stormwater management plan		
☐ Plat Vacation	Map of property to be vacated		
	Fee of $150.00		
	Legal description of property to be vacated		
☐ Road Vacation	Map of property to be vacated		
	Fee of $150.00		
	Legal description of property to be vacated		
	Letters of consent from utilities (street/alley vacation & easement release)		

COUNTY SUBMISSION CHECKLIST

Applying For:		Submitted	N/A
☐ Zoning Change	Fee of $200.00 (zoning change)		
	Description of zoning change by legal description if multiple districts requested		
	Architectural drawings (PUD only)		
	One (1) print of site plan, at 1"=100' scale (PUD only)		
	8½" x 11" reduction of site plan (PUD only)		
	Written statement (PUD only)		
☐ Special Use	Fee of $100.00		
	3 prints of site plan, at 1"=20' or larger scale		
	8½" x 11" reduction of site plan		
	Adjacent property owner petition (required for moving of a building, trap or skeet shooting range, vehicular racetrack, rodeo or rodeo event and solid waste disposal facility only)		
☐ Variance	Fee of $100.00		
	Site plan, drawn to scale (no larger than 11” x 17”), with dimensions		
	Elevations of proposed structure (s), if required		
	Written statement of hardship		
	Adjacent property owner petition (required for accessory building prior to residence)		
☐ Lot Split	Fee of $60.00		
	Sketch of survey, showing how the lot is proposed to be split		
	Legal description of lot(s), both existing & proposed with square footage/acreage		