

# City of Alexander

112 Manning Ave W  
 P.O. Box 336  
 Alexander, North Dakota 58831  
 cityofalexandernd.com  
 (701)828 3461

## LAND USE APPLICATION

City of Alexander - Planning Dept.  
 PO Box 336 – 112 Manning Ave W  
 Alexander, ND 58831  
 Phone (701)828 3461 – Fax (701)828 3460  
 cityofalexandernd.com

### OFFICE USE ONLY

<b>APPLICATION TYPE:</b>	<input type="checkbox"/> _____	<b>PROCESSED BY:</b>	<b>APPLICATION #:</b>
<input type="checkbox"/> Zone Change	<input type="checkbox"/> New Construction	<b>DEPOSIT:</b>	<b>BUILDING PERMIT#:</b>
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Addition	<b>RECEIPT #:</b>	<b>ADVERTISE DATE:</b>
<input type="checkbox"/> Variance	<input type="checkbox"/> Alteration	<b>SURROUNDING PROPERTY NOTIFICATION:</b>	
<input type="checkbox"/> Street Name Change	<input type="checkbox"/> Vacation/Abandonment	<b>PLANNING &amp; ZONING</b>	<b>CITY COUNCIL</b>
<input type="checkbox"/> Simple Lot Split	<input type="checkbox"/> Subdivision	Date of Meeting: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Meeting: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied

### APPLICANT USE

See page 3 for Submittal Requirements

**ONLY APPLICATIONS COMPLETED IN ENTIRETY WILL BE CONSIDERED  
 (CLEARLY PRINT ALL INFORMATION USING INK OR TYPE)**

Property Owner: \_\_\_\_\_

Property Address\*: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ ND Contractor's License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Gross/Net Acreage: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Present Zone Classification: \_\_\_\_\_ Desired Zone Classification: \_\_\_\_\_

\*Must be a verifiable 911 address. Newly created addresses require supporting documentation from McKenzie County.



Application Type	Application <sup>2</sup>	Justification Letter <sup>6</sup>	Existing Site Plan <sup>5</sup>	Conceptual Site Plan <sup>4</sup>	Deed <sup>5</sup>	Plat Map <sup>10</sup>	Submittal Requirements <sup>11</sup>	Traffic Impact Analysis <sup>7</sup>	Straight-line Drawing <sup>8</sup>	Supplemental Information <sup>9</sup>	Fire District Application*	Deposit**
Zone Change	1 copy	1 copy		2 copies	1 copy			2 copies		1 copy		\$200.00
Conditional Use Permit	1 copy	1 copy	1 copy	2 copies	1 copy		1 copy	2 copies	2 copies	1 copy		\$500.00
Variance	1 copy	1 copy	1 copy	2 copies	1 copy							\$200.00
Street Name Change	1 copy	1 copy		2 copies								\$500.00
Vacation and Abandonment (Road or Alley)	1 copy	1 copy	1 copy	2 copies	1 copy							\$500.00
Subdivision	1 copy	1 copy		2 copies	1 copy	2 copies						\$750.00
New/Addition/ Alteration	1 copy	1 copy	1 copy	2 copies	1 copy		1 copy	2 copies	2 copies	1 copy	1 copy	Refer to page 5
Lot Split	1 copy	1 copy		2 copies	1 copy	2 copies						\$675.00

\*Alexander Fire District contact Lance Powell for questions (701) 770-1485

\*\* Deposit is nonrefundable

### Procedures for Filing Land Use Applications:

- A. After assembling the required materials as outlined above, schedule an appointment by calling the Alexander City Planning Department at (701) 828-3461. Filing an application without an appointment may delay your application processing and/or scheduled hearing(s).  
**ONLY COMPLETED APPLICATIONS WITH DEPOSIT SHALL BE ACCEPTED FOR FILING.**  
**NO EXCEPTIONS.**
- B. **ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY**, you may assign an agent to speak on your behalf. Failure to appear at any meeting may result in delays.
- C. All conditions must be met before an occupancy permit or a business license will be issued. In many cases, the City Council is considered to be final action unless appealed.
- D. Any person may appeal, in compliance with the current procedure provided for in the City of Alexander Ordinances.
- E. The Planning Commission and City Council have the authority to impose conditions, restrictions, safeguards and date of expiration on any land use application that is granted to ensure the health, safety and welfare of the neighborhood. Failure to comply with such conditions shall be deemed as a violation.
- F. **APPLICATIONS MUST BE RECEIVED BY 3:00 P.M. ON THE FIRST THURSDAY OF EACH CALENDAR MONTH FOR CONSIDERATION AT NEXT PLANNING AND ZONING MEETING. INCOMPLETE APPLICATIONS WILL NOT BE REFERRED TO PLANNING & ZONING COMMISSION.**

# Explanation of the Document Submittal Requirements for Planning Applications

**The required documentation must be provided as indicated for the application to be accepted**

1. **Copies.** All documents accompanying applications must be legible and suitable for image reproduction, all map/site plan submittals on 24" x 36" sheets shall include one (1) reproducible copy of each sheet, and sizes suitable for reproduction are: 8.5" X 11" or 11" X 17". All plans must be accurate and drawn to a standard scale. Copies of maps/site plans must be submitted with each application required on the table of the application type that is being submitted. **PLEASE NOTE THAT ALL MAPS/SITE PLANS (except Mylar) MUST BE FOLDED SO THEY CAN BE PLACED IN A LEGAL SIZE FILE.**
2. **Application.** A signed application, notarized when required by the Zoning Administrator, must be submitted. If signing authority must be provided a corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.
3. **Existing Site Plans.** Shall show current: north arrow, property dimensions, existing structures/uses, setbacks, open space, size and number of required and provided parking spaces, routes of vehicular access, driveway sizes/locations, the location of signs & landscaping, trash enclosures, group mail delivery boxes, loading spaces, sight zones, well, septic, water, public sewer, public or private easements for streets and utilities, names of adjoining streets, and any other information that is necessary for the Zoning Administrator to evaluate the request.
4. **Conceptual Site Plans.** Shall show current and proposed: north arrow, property dimensions, structures/uses, setbacks, open space, size and number of required and provided parking spaces, routes of vehicular access, driveway sizes/locations, the location of signs & landscaping, trash enclosures, group mail delivery boxes, loading spaces, water, public sewer, public or private easements for streets and utilities, names of adjoining streets, and any other information that is necessary for the Zoning Administrator to evaluate the request.
5. **Deed.** A copy of the most recent recorded deed is required. For any extension of time, the copy is required only if ownership of the property has changed since the original application's approval.
6. **Justification Letter.** A letter explaining the purpose of the land use application, providing a description of the intended uses, the impact on adjacent properties, the need for any public utilities/public services, actions taken to minimize any detrimental impacts and an analysis of how the proposal is consistent with the standards of approval listed in the Zoning Ordinance for the Various applications.
7. **Traffic Impact Analysis.** Shall indicate the number of Average Daily Trips (ADT) generated.
8. **Certificates and Straight-line Drawing.** Required for bars or other establishments intending on selling liquor (retail), a site plan prepared by an engineer, surveyor or architect depicting any community use that is located within 1,500 feet of the subject property boundaries. A community use is defined as: a place of worship, school, daycare facility, public library, community recreation centers and parks. Property location, building size & height, off-street parking, and ingress/egress must be included on the certificate and straight-line drawing.
9. **Supplemental Information.** Required only for highly hazardous substances as defined by NRS 459.3816, bulk fuel stations, chemical manufacturing, mining, milling, paint manufacturing, or plastics production.
10. **Plat Map.** Assembled by a registered professional land surveyor drawn to scale, showing: the divisions of a piece of land giving the legal description, lot, street, and block number, location and boundaries of individual parcels with the streets, alleys, easements.
11. **Submittal Requirements Checklist.** Checklist supplied with the land use application pertaining to application type. Some information may be deemed inapplicable to specified applications. This is at the discretion of the City of Alexander. For accessory structures of 119 square feet or less or signage, please contact Alexander City Hall for information.

**If Administration determines that any of the listed documents are not necessary for a particular application, he/she may waive the requirement for the document. Duplicate documents for multiple applications being considered at the same hearing are required.**

## Deposit for any New, Addition, or Alteration Permits

### Deposit for Land Use Application (to be paid at time of submittal)

1 to 119 square feet	\$50.00
120 to 999 square feet	\$100.00
1,000 to 4,999 square feet	\$200.00
5,000 to 9,999 square feet	\$400.00
10,000 and larger square feet	\$600.00

### Deposit for Building Permit

(to be paid at time of submittal)

Residential Single Family Plan	\$250.00
Modular Plan	\$250.00
Commercial/Multi-Family Plan	↓
120 to 4,999 square feet	\$1,000.00
5,000 to 9,999 square feet	\$2,000.00
10,000 square feet and larger	\$3,500.00

*Please see complete fee schedule for fees as this information is DEPOSIT AMOUNT ONLY.*

Deposit will be applied to final invoice. Please make checks payable to City of Alexander. At this time we do  
NOT ACCEPT CREDIT OR DEBIT CARDS

# City of Alexander

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## RESIDENTIAL SUBMITTAL CHECKLIST

Name of Applicant \_\_\_\_\_

Building Address \_\_\_\_\_

### PLEASE PROVIDE ALL DOCUMENTATION.

*In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the items has been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included. Submit the form with your application, plan review deposit, and one (1) set of plans for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.*

#### BUILDING PERMIT

- Building permit application
- Building permit checklist fully completed

#### SITE PLAN

- Drawn to scale with scale indicated (1" = 20' or larger)
  - North arrow
  - Lot dimensions--all sides
- Size and location of any easements or right-of-ways
- Names and locations of all adjacent streets
- Setback dimensions--front, rear, and all sides
- All building locations existing and proposed, dimensions, and distances between buildings on building site
- Location and dimensions of exterior stairs, landings, patios, decks, signs, trash enclosures
- Location, type, and elevation of any retaining walls
- Driveway sizes and locations, size and number of provided parking spaces
- Locations and measurements of water and sewer service connections

#### LANDSCAPE PLANS

- Landscaped areas in relation to property lines, pavement, streets and buildings
- Water-features, fences and retaining walls
- Total landscaped area in square feet

#### BUILDING PLANS

- Drawn to appropriate scale for project with scale indicated (1/4"=1' or larger)
- Footing plan with all continuous and spot footing sizes, location, and reinforcement
- Floor plan layout, dimensions and use of all rooms (include future uses)
  - Main floor
  - Second story
  - Basement (indicate portions finished or unfinished)
- Garage/carport
- Dimensions for overall length and width and height
- Stairway landings, rise, and run for interior stairs
- Finish grade line on all sides
- Pitch of roof

BUILDING PLANS (cont.)

- Exterior finish materials
- Cross sections drawn specifically for this structure with materials to be used
- Roofing material

PLUMBING DETAILS

- Location of all plumbing fixtures including layout for future fixtures
- Floor drains, water heater, clothes washer and dryer locations

RESIDENTIAL HOME SUBMITTAL REQUIREMENTS

- Plan Submittal Requirements (this checklist completed in full with any information applicable to your project)
- Water and sewer services that are altered or added will require an as-built plan to be submitted upon completion to Alexander City Hall within ten (10) days; **failure to provide this plan will delay use of city services**

My signature below indicates that I have carefully reviewed the plans and verified that all of the items above have been included and are true and correct. **I understand that failure to provide needed information at this time will delay the processing of my permit.**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Department Signature

\_\_\_\_\_  
Date

ZONING & COUNCIL APPROVAL

- Approval signature from Planning and Zoning

AS BUILT PLANS

- Plan showing property services as constructed

Permit application# \_\_\_\_\_