

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

APPLICATION TYPE:	<input type="checkbox"/> _____	PROCESSED BY:	APPLICATION #:
<input type="checkbox"/> Zone Change	<input type="checkbox"/> New Construction	DEPOSIT:	BUILDING PERMIT#:
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Addition	RECEIPT #:	ADVERTISE DATE:
<input type="checkbox"/> Variance	<input type="checkbox"/> Alteration	SURROUNDING PROPERTY NOTIFICATION:	
<input type="checkbox"/> Street Name Change	<input type="checkbox"/> Vacation/Abandonment	PLANNING & ZONING	CITY COUNCIL
<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 ²	Justification Letter ⁶	Existing Site Plan ⁵	Conceptual Site Plan ⁴	Deed ⁵	Plat Map ¹⁰	Submittal Requirements ¹¹	Traffic Impact Analysis ⁷	Straight-line Drawing ⁸	Supplemental Information ⁹	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

P.O. Box 336
Alexander, North Dakota 58831
701.828.3461
cityofalexandernd.com

COMMERCIAL SUBMITTAL CHECKLIST

Name of Applicant _____
E-mail Address _____
Building Address _____
Phone Number _____

PLEASE PROVIDE TWO COPIES OF 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 two (2) sets of plans for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

BUILDING PERMIT APPLICATION

- ___ Architect's and Engineer's name and phone number
- ___ Contractor's name, phone number, address and contractor state license numbers for:
 - ___ General Contractor
 - ___ Electrical Contractor
 - ___ Plumbing Contractor
 - ___ Mechanical Contractor
- ___ Signature of Owner, Contractor or Authorized Agent with date signed
- ___ 911 Address – address@co.mckenzie.nd.us

SITE PLANS (2 copies)

- ___ Detailed site plan indicating all setbacks, parking, buffer walls and all Planning Commissions conditions
- ___ Storm drainage plan (include stamped engineer's calculations for on-site detention and retention and total site impervious area)
- ___ Site utility plan with: Sewer and water line sizes, materials and locations; water meter size and location; fire line and fire hydrant locations
- ___ Formal landscape and irrigation plans

BUILDING PLANS (2 Copies)

- ___ North Dakota State registered architect's and engineer's stamps, signatures and dates should be on pages for which each design professional is responsible and a wet stamp is required on at least the cover or title sheets
- ___ Area of building
- ___ Height and number of stories
- ___ Type of construction
- ___ Floor plans clearly indicating specific uses of all areas (1/8" scale or larger)
- ___ Elevations
- ___ Roofing and roof drainage plan
- ___ Footing and foundation plan

ELEVATION CERTIFICATE (for structures in flood hazard areas)

- ___ Elevation certificate

Note : Additional information may be requested as the city proceeds with the plan review.

For zoning information please refer to the City of Alexander zoning ordinances at cityofalexandernd.com

My signature below indicates I have carefully reviewed the submitted documents and verified that all of the items above have been included.

I understand that failure to provide any needed information at this time will delay the processing of my permit.

Applicant's Signature Date

Building Inspection Division Date

Project Certification:

I, the undersigned registered engineer or architect, hereby certify that the information set forth in the document and supporting energy calculations are accurate and complete. The project described herein complies with the minimum requirements of the 2009 IECC and ANSI/ASHRAE/IESNA Standard 90.1-2007 Energy Standard for Buildings except Low-Rise Residential Buildings. The energy code requirements have been incorporated into details and schedules appearing on drawings submitted with the building permit application.

Name: _____ Firm: _____

Title: _____ Address: _____

License Type: _____ City: _____ State: _____

Date: _____ ZIP: _____

Signature

Seal

ZONING & COUNCIL APPROVAL

___ Approval signature from Planning and Zoning

AS BUILT PLANS

___ Plan showing property services as constructed

Permit application# _____