



PLANNING AND ZONING APPLICATION

Please complete the form and send with required documents to:
 West Fargo City Hall, Attn: Planning
 800 4th Avenue East Ste 1, West Fargo ND 58078

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)
<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Planned Unit Development(PUD)
<input type="checkbox"/> Provisional Use Permit
<input type="checkbox"/> PUD Amendment
<input type="checkbox"/> Minor PUD Modification
<input type="checkbox"/> Re tracement Plat

<input type="checkbox"/> Rezoning
<input type="checkbox"/> Right-of-Way Dedication
<input type="checkbox"/> Right-of-Way Vacation
<input type="checkbox"/> Simple Lot Split
<input type="checkbox"/> Site Plan Review
<input type="checkbox"/> Subdivision (Original)
<input type="checkbox"/> Subdivision (Replat)

<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Zoning Amendment (Ord)

Fee: _____ **Fee Paid** **Application #:** _____ **Date:** _____

Applicant:	Email:	Phone:
Owner:	Email:	Phone
Address:		

Legal Property Description: _____

Present Zoning Classification: _____

Existing Use: _____

Briefly describe the reasons for the request: _____

SIGN HERE: _____

NOTE: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

Procedure for Planned Unit Development (PUD)

City of West Fargo, North Dakota

NOTICE TO APPLICANTS: The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay the hearing of your request before the Planning and Zoning or City Commissions.

- 1. Confer with City Planning Office to ensure that request complies with Zoning and Ordinance and City Plans.
- 2. Complete application and pay fee (application and fee must be submitted to Planning Office at least 2 1/2 weeks before scheduled public hearing before Planning & Zoning or City Commission).
- 3. Concept Development Plan prepared and submitted to Planning Office (2 1/2 weeks prior to scheduled public hearing before Planning & Zoning Commission). **See attachment for Planned Unit Development Requirements.**
- 4. Public Hearing held before Planning & Zoning Commission.
- 5. Planning & Zoning Commission may approve, conditionally approve or deny request.
- 6. Applicant complies with conditions as set by Planning & Zoning Commission; submits Detailed Development Plans for Consideration.
- 7. Planning & Zoning Commission may approve, conditionally approve or deny request.
- 8. Applicant complies with conditions as set by Planning & Zoning Commission; Detailed Development Plans forwarded to City Commission for Consideration.
- 9. Public hearing held before City Commission & 1st Reading considered.
- 10. City Commission considers 2nd Reading of Zoning with any necessary conditions.
- 11. Applicant complies with any conditions as set by City Commission.
- 12. Copy of PUD is filed with the City.
- 13. Building Permit Application may be made with Building Administrator.

APPROXIMATE TIME FOR APPROVAL IS EIGHT TO FIFTEEN WEEKS

Planned Unit Development (PUD) Requirements

Required Concept Development Plans

1. A legal description of the property.
2. A statement describing the general character of the intended development.
3. An accurate map of the project area showing the proposed site and its proposed land uses, and the adjacent properties and their present urban or projected landuses.
4. The pattern of proposed land uses, including the shape, size and arrangement of proposed use areas, density, and environmental character.
5. The pattern of public and/or private streets.
6. Proposed open space and public sites.
7. Preliminary number, size and concept of the proposed structures within each area.
8. An outline for the anticipated schedule and sequence of development in terms of subareas for the total PUD District.
9. Preliminary Subdivision Plat (if necessary).
10. A public hearing notice is scheduled before the Planning & Zoning Commission for consideration. A two week public hearing notice is required, as well as, written notification sent to property owners within 150 feet.

Required Detailed Development Plans

1. Final Subdivision Plat (if necessary).
2. A scale site plan with all dimensions, setbacks, etc., and including curb cuts and sidewalk placement.
3. Building plans including a floor plan and elevation plan for this particular project with a description of the external building materials.
4. Sign plans for all signage showing areas, setbacks, height, etc..
5. A drainage and utility plan.
6. An outline for the anticipated schedule and sequence of construction for all improvements within the PUD.
7. A written agreement with the City stating the applicant will comply with all provisions of the detailed development plan. This agreement will further provide that should the installation of all necessary improvements do not take place within eighteen months after initiation of construction, the City will be authorized to provide for the installation of said improvements. As part of this agreement, the developer will waive any rights to protest any special assessments.
8. The Planning & Zoning Commission gives consideration of the request.
9. Following consideration by the Planning & Zoning Commission, the Detailed Development Plans are submitted to the City Commission for consideration. The City Commission holds a public hearing considering the Planned unit Development by giving First and Second Readings. The Detailed Development Plan then becomes the official development plan for the property which cannot be altered except through an approved minor modification to the PUD by the Planning & Zoning Commission (provided the qualification are met), or through amendment to the PUD.
10. Construction of the PUD shall be started within two (2) years from the effective date of approval of the plan by the City Commission. Failure to begin the development within two (2) years shall automatically void the development plan and another Detailed Development Plan must be submitted and approved prior to any development of the property.

Site Plan Requirements

City of West Fargo

- 1. Name of applicant, name of subdivision.
- 2. Must be drawn to scale and include north arrow and date.
- 3. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
- 4. Existing and proposed street names to include street right-of-way widths.
- 5. Means on ingress and egress to lots.
- 6. Existing and proposed building on each lot to include all yard setback distances.
- 7. Approximate square footage of each building.
- 8. Existing and proposed berm/landscaping/screening locations.
- 9. Existing and proposed location of sidewalks, if any.
- 10. Provision for off-street parking, snow storage and garbage removal.
- 11. Proposed fence locations, if applicable.
- 12. Any other information which will explain or support your request .
- 13. One PDF submitted to City Planning Office.

SITE PLAN

