



**PLANNING AND ZONING APPLICATION**

Please complete the form and send with required documents to:  
 West Fargo City Hall, Attn: Planning  
 800 4<sup>th</sup> 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 Minor Planned Unit Development (PUD) Amendments

### 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 Ordinances and City Plans.
- 2. Complete application and pay fee (application must be submitted to Planning Office at least 24 days before scheduled public hearing before Planning & Zoning Commission).
- 3. Detailed Development plans prepared and submitted to the Planning Office (2 ½ weeks prior to scheduled public hearing before the Planning and Zoning Commission). **See attachment for Planned Unit Development (PUD) Amendment 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; Application forwarded to City Commission for consideration.
- 7. City Commission considers request by resolution with any necessary conditions.
- 8. Applicant complies with any conditions as set by City Commission.
- 9. Copy of PUD Amendment is filed with the City.
- 10. Building Permit Application may be made with Building Administrator.

**APPROXIMATE TIME FOR APPROVAL IS FOUR TO EIGHT WEEKS**

**Planned Unit Development (PUD Amendment Requirements)**

- 1. A scale site plan with all dimensions, setbacks, etc. including all curb cuts and sidewalk placement.
  
- 2. Building plans including a floor plan and elevation plan for this particular project with a description of the external building materials.
  
- 3. A drainage and utility plan.
  
- 4. An outline for the anticipated schedule and sequence of construction for all improvements within the PUD.
  
- 5. 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 not take place within 18 months of after the initiation of construction, the City will be authorized to provide for the installation of said improvements. As [art of this agreement, the developer will waive any rights to protest any special assessments.
  
- 6. A public hearing is scheduled before the Planning and Zoning Commission for consideration. A two week public hearing notice is required, as well as written notification sent to property owners within 150 feet.
  
- 7. Following consideration by the Planning and Zoning Commission, the Detailed Development Plans are submitted to the City Commission for consideration. The City Commission considers the Planned United Development amendment by resolution. The amendment 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 and Zoning Commission (provided the qualifications are met), or through another amendment to the PUD.
  
- 8. Construction of the amended PUD shall be started within two (2) years from the effective date of the approval of 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

**Site Plan Requirements**

**City of West Fargo**

- 1. Name of applicant, name of subdivision.
- 2. Shall 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 copy submitted to City Planning Office.

# SITE PLAN

