



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 tracing 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 Provisional Use Permits

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 and fee must be submitted to Planning Office).
- 3. Site plan prepared and submitted to Planning Office. **See attachment for site plan requirements.**
- 4. Administrative review completed by Planning Office.
- 5. Planning Office may approve or deny request based on Zoning Ordinance Requirements
- 6. If request is denied by the Planning Office or if adjoining property owners submit written opposition, the request shall be appealed to the Planning and Zoning Commission, unless the application is withdrawn by the applicant.
- 7. Application is forwarded to the Board of Adjustment for consideration, unless the application is withdrawn by the applicant.
- 8. Board of Adjustment considers request, with any necessary conditions.
- 9. Applicant complies with conditions as set by Board of Adjustment.
- 10. Planning Office issues Provisional Use Permit.

APPROXIMATE TIME FOR APPROVAL IS ONE TO FOUR WEEKS

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.

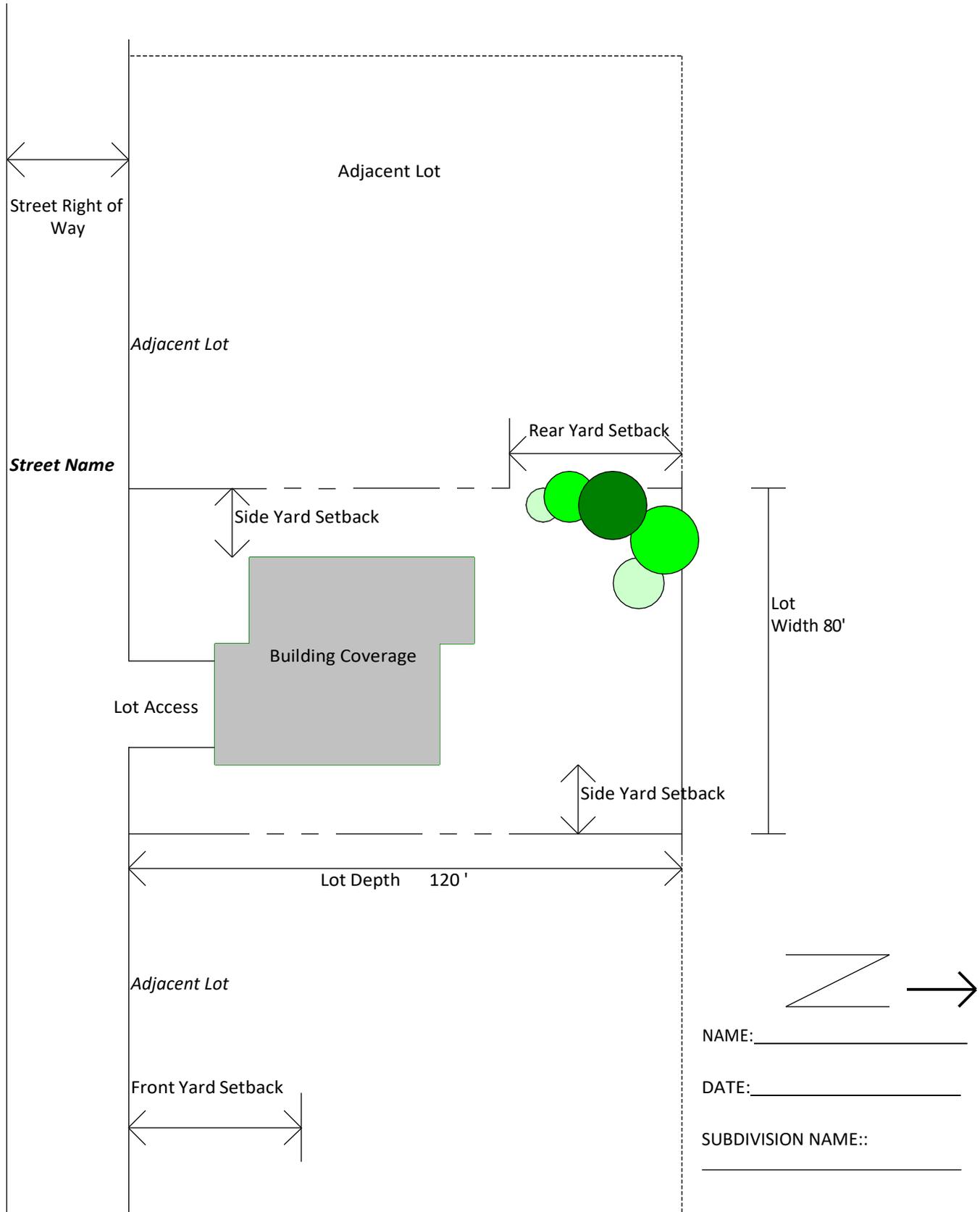
- 10. Provision for off-street parking, snow storage and garbage removal.

- 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



NAME: _____

DATE: _____

SUBDIVISION NAME: _____