



PLANNING AND ZONING APPLICATION
CITY OF WEST FARGO

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

Administrative Review (Staff, P&Z, City Commission)
Conditional Use Permit
Planned Unit Development (PUD)
Provisional Use Permit
PUD Amendment
Minor PUD Modification
Re tracement Plat

Rezoning
Right-of-Way Dedication
Right-of-Way Vacation
Simple Lot Split
Site Plan Review
Subdivision (Original)
Subdivision (Replat)

Subdivision Amendment
Variance (Subdivision)
Variance (Zoning)
Zoning Amendment (Map)
Zoning Amendment (Ord)

FEE: _____

APPLICATION #: _____

Date: _____

Applicant: _____

Phone Number: _____

Owner: _____

Phone Number: _____

Address: _____

Legal Property Description: _____

Present Zoning Classification: _____

Existing Use: _____

Briefly describe the reasons for request:

Blank area for describing reasons for request

Date Fee Paid: _____

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 Retracement Plats
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. Pre-application Conference with Planning Office.
- 2. Application Fee paid.
- 3. Application completed and submitted two weeks prior to the Planning and Zoning Commission meeting.
- 4. Site plan submitted (three full size copies & 1 reduced 11" x 17" copy).*
- 5. Final plat submitted (10 full size copies & 1 reduced 11" x 17" copy).*
The above steps must be completed prior to Planning and Zoning Commission Review!
- 6. Review held by Planning and Zoning Commission.
- 7. Complied with conditions as set forth by Planning and Zoning Commission.
- 8. City Commission review.
- 9. Certification showing specials and/or taxes are current.
- 10. Legal title opinion submitted showing current ownership.
- 11. Final plat submitted (1 mylar original, 2 mylar copies, 10 full size paper copies, 1 reduced 11" x 17" paper copy and 1 digital copy submitted..)
- 12. Required signatures obtained on mylar print of final plat.
- 13. Final Plat Filed

***Plats must contain the requirements as specified within the Subdivision Regulations in order for the plat to be approved.**

APPROXIMATE TIME FOR APPROVAL IS THREE TO FIVE WEEKS

Retracement Plat Requirements

City of West Fargo

1. Any underdeveloped parcels which have not been previously platted and are located within the City limits of the City of West Fargo shall be required to file a Retracement Plat prior to receiving a building permit for development. Retracement Plats are defined as plats of existing metes and bounds parcels which have been of record with the Cass County Register of Deeds since before December 2, 1985, therefore are not considered subdivisions under the West Fargo Subdivision Ordinance and are not subject to all the Subdivision requirements.

The purpose of Retracement Plats is to provide clear legal descriptions with an associated subdivision plat title and accurate parcel size information.

2. PROCEDURE. The procedure for review and approval of Retracement Plats is as follows:
 - a. Plats shall be prepared in accordance to N.D.C.C. platting requirements and Section 4-0405.4 of the Code of City Ordinances, Subdivision regulations of the City of West Fargo and shall denote any existing right-of-ways or easements.
 - b. The City Planning Department shall review the plat and shall forward copies to appropriate departments for their review and comments.
 - c. The City Planning and Zoning Commission shall review the plat and forward their recommendation to the City Commission. No public hearing shall be required.
 - d. The City Commission shall give consideration to the plat at their next regular meeting.
 - e. Upon City Commission approval the plat shall be signed and recorded with the Cass County Register of deeds.
3. Property owners with partially or fully developed parcels are encourages to file retracement plats with the City to provide clear legal descriptions with an associated subdivison plat title and accurate parcel size information. This will provide for a cleaner abstract and will allow the City to better manage property information. The same procedure for approval as in Section 4-0403.5B shall be followed.
4. A site plan shall be submitted to the Planning Office.

Site Plan Requirements

City of West Fargo

- 1. Name of applicant, name of subdivision.
- 2. Shall be drawn in ink at a scale of 1" = 100'.
- 3. North point and date.
- 4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
- 5. Existing and proposed street names to include street right-of-way widths.
- 6. Means on ingress and egress to lots.
- 7. Existing and proposed building on each lot to include all yard setback distances.
- 8. Approximate square footage of each building.
- 9. Existing and proposed berm/landscaping/screening locations.
- 10. Existing and proposed location of sidewalks, if any.
- 11. Provision for off-street parking, snow storage and garbage removal.
- 12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
- 13. Proposed fence locations, if applicable.
- 14. Any other information which will explain or support your request.

SITE PLAN

