



**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 Simple Lot Split**

**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. Application and fee given to City Planning Office.
  
- 2. A survey of the properties is provided, showing the proposed lot split with setbacks to any structures.
  
- 3. Planning Office and City Auditor review request in accordance with criteria shown below.
  
- 4. Applicant notified of initial screening results.
  
- 5. If concurred approval is given, Planning Office sets review before the Planning and Zoning Commission.
  
- 6. Notice sent to property owners within 150 feet of application.
  
- 7. Planning and Zoning Commission reviews; if approved, chairman signs the attached certificate.
  
- 8. Certificate copied and given to the applicant. Applicant presents certificate to Building Inspector.

**APPROXIMATE TIME FOR APPROVAL IS TWO TO SIX WEEKS**

## **Simple Lot Split Requirements**

**Simple lot splits may be exempt from the mandatory platting requirement, provided the following conditions are met:**

1. The lot split does not create more than two (2) lots;and
2. The two lots created are not more than 1/2 acre in size each;and
3. There is no proposed or perceived need of public improvements as a result of the split; and
4. The lot split does not occur in general proximity to an area organized by metes and bounds description and/or where there is a perceived need to create an organized development pattern through platting; and
5. That any platted lot be split only once under the terms of this provision; and
6. That the lot split is not part of a continuing scheme of lot splitting for a particular area; and
7. That the lot split does not violate any provision of the Zoning Ordinance, Official City Plans, or any other state or local ordinance; and
8. That the lot split does not adversely affect public health, safety, or welfare.

## **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

