

# **ANNEXATION**

## **SUPPLEMENTAL APPLICATION**

Please mail or drop off the following form at the address below when completed:

City of Bowman  
101 1<sup>st</sup> Street, NE  
Bowman, North Dakota  
58623-0012

If you have any questions regarding the submission of this application, please feel free to contact City Staff at 701-523-3309

## **Procedures:**

Once the application is submitted by the applicant or his/her agent and deemed to be complete, City staff will review the request and then prepare a report with a recommendation. In accordance with state law (North Dakota Century Code [NDCC], sections 40-47-01 and 40-47-04), the application will be reviewed by the Planning and Zoning Commission and the City Commission at their respective meetings during a public hearing. All hearings must be noticed by letter to each surrounding property owner that is within 150 feet of the subject property, and noticed by publication of the description of the proposed request in the City's official newspaper (The Bowman Pioneer). Noticing requirements for the Planning and Zoning Commission and City Commission take 3 weeks to complete and must occur chronologically (not concurrently), and therefore applicants are encouraged to plan accordingly.

The Planning and Zoning Commission will hear the item first if the application is accompanied by another application for land development (if not, the item will be heard only by the City Commission). At an advertised public hearing, the Planning and Zoning Commission will make a recommendation to the City Commission of approval, denial, or tabling pending more information or site inspection. The item will then be heard by the City Commission at an advertised public hearing, and a final decision on the matter will be made. During the public hearings, the applicant and all other interested parties will be heard by either 1) speaking, or 2) writing and submitting their testimony (forms will be available). Once completed, the Zoning Director will issue an Action Letter that will be forwarded to the City Auditor and the applicant.

If the item is heard by the Planning and Zoning Commission with another application, an aggrieved party may appeal of the recommendation to the City Commission. This alerts the City Commission that there is opposition to the request. Any person aggrieved by the decision must file their appeal with the Zoning Director within 10 calendar business days after the Planning and Zoning Commission's recommendation on the item by submitting the appropriate form and fee at the Bowman City Hall Office. After the appeal period expires, the item will be scheduled for the next available City Commission meeting upon which a final decision will be made.

An applicant whose proposal is denied by the City Commission may not institute a new application on substantially the same project within a period less than 12 months from the date of action by the City Commission on the original application, unless the City Commission has first determined that its original decision was based on an error, lack of information, a misrepresentation of the facts, or that there has been a substantial change in the subject property.

# APPLICATION FOR AN ANNEXATION

**Please make an appointment with the Zoning Director prior to filling out this application to determine which questions and submittal requirements are applicable to your project.**

City-initiated annexation of territory must follow the annexation process and procedures established in the state of North Dakota Century Code.

Where all the owners of record of individual lots or parcels within the area to be annexed sign a petition requesting annexation, the City may proceed to adopt an ordinance annexing the land, provided the area meets the requirements established in the state of North Dakota Century Code.

The owner or duly authorized agent of the property here described hereby requests the City Commission of the City of Bowman, to approve the Annexation request in the manner described herein.

IDENTIFY THE PROPERTIES EXISTING COMPREHENSIVE PLAN LAND USE DESIGNATION (if applicable): \_\_\_\_\_

HAS THE NEED FOR AN AMENDMENT TO THE COMPREHENSIVE PLAN BEEN MADE BY PLANNING STAFF?

Yes, an amendment is required       No, an amendment is not required

IDENTIFY EXISTING ZONING PRIOR TO ANNEXATION: \_\_\_\_\_

IS A REQUEST FOR A CHANGE IN ZONING BEING CONSIDERED WITH THIS APPLICATION?

Yes, a zone change is required       No, a zone change is not required

STATE THE COMPREHENSIVE PLAN LAND USE DESIGNATIONS, ZONING AND PRESENT USES OF ALL ADJACENT PROPERTIES:

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

EAST \_\_\_\_\_

WEST \_\_\_\_\_

DESCRIBE THE SIZE AND TYPE OF EXISTING STRUCTURES: \_\_\_\_\_

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SUMMARY OF PROPOSED PROJECT (include type of activity, number of employees, description of structures to be built/used, hours of operation): \_\_\_\_\_

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REASON FOR REQUEST (include any changes which have occurred in the area which would warrant granting this request): \_\_\_\_\_

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IDENTIFY THE IMPACTS OF THE PROPOSED USE ON ADJACENT LAND USES AND PUBLIC FACILITIES (such as noise, traffic generation, hours of operation, odors, smoke, dust): \_\_\_\_\_

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IDENTIFY SOURCE OF WATER AND METHOD OF SEWAGE DISPOSAL: \_\_\_\_\_

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**The Zoning Director will determine if any of the following items must be included with this application:**

- Bowman Unified Development Application
- 24" X 36" Non-colored Display Map (site plan) with each copy\*
- 8 ½ X 11 Vicinity Map with annexation area clearly identified
- 8 ½ X 11 Map identifying land use designations and zoning districts
- Annexation Petition
- 24" X 32" Mylar of the annexation area prepared by a civil engineer or surveyor of the property. This map should be rolled (not folded) and should accompany the completed application when it is submitted to the City for review.\*

\*Drawings must be done with an engineer's scale at 1" = 20' or greater with all buildings and site features fully dimensioned. Drawings must be submitted and stamped by a licensed engineer in the state of North Dakota