MAJOR SUBDIVISION PRELIMINARY PLAT

SUPPLEMENTAL APPLICATION

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

City of Bowman
101 1st 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 upon appeal by an aggrieved party, 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 and not concurrently, and therefore applicants are encouraged to plan accordingly.

The Planning and Zoning Commission will hear the item at an advertised public hearing, and at its conclusion will approve, deny, or table the item pending more information or site inspection. During the hearing, 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). The Planning and Zoning Commission's decision is final unless appealed by an aggrieved party. After a decision is made by the Planning and Zoning Commission, the Zoning Director will complete an Action Letter that will be forwarded to the City Auditor and the applicant.

Appeals of the decision made by the Planning and Zoning Commission must be submitted to the Zoning Director within 10 business calendar days of the Commission's meeting. Any person aggrieved by the decision may file an appeal by submitting the appropriate form and fee to 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 A MAJOR SUBDIVISION PRELIMINARY PLAT

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.

The owner or duly authorized agent of the owner of the property herein described requests the Planning Commission of the City of Bowman to approve a Major Subdivision Preliminary Plat for the project described herein. In approving a Preliminary Plan, the Planning and Zoning Commission must find that the following criteria are met:

(1) that the recommendations and comments of those entities/agencies reviewing the plat map have been incorporated;

(2) that environmental and health laws concerning water and air pollution, solid waste disposal, water supply facilities, community or public sewage disposal and, where applicable, individual systems for sewage disposal have been incorporated into the design of the project;

(3) that availability of water which meets applicable health standards is sufficient for the reasonably foreseeable needs of the subdivision;

(4) that availability, accessibility, and/or extension of utilities and new streets and sidewalks to serve the subdivision exist or can be provided for;

(5) that the availability, accessibility and capacity of public services such as schools, police protection, fire suppression, emergency medical services, transportation, recreation and parks, currently exist or can be provided for;

(6) that the project conforms to the City's zoning ordinances and regulations and the Comprehensive Plan's goals and objectives; and

(7) that the physical land characteristics and topography such as flood plain, slope, soil, and other natural features and hazards, do not present a threat to the future development of the property and extension of infrastructure and services.

GENERAL QUESTIONS:

PROJECT NAME AND DESCRIPTION: _____

_____

IS AN APPLICATION FOR A ZONE CHANGE AND/OR COMPREHENSIVE PLAN AMENDMENT NOW BEING PROCESSED? _____

_____

IS AN APPLICATION FOR A CONDITIONAL USE PERMIT NOW BEING PROCESSED (if so describe the CUP application)? _____

_____

IDENTIFY THE NUMBER OF FINAL MAPS INTENDED TO RECORD THE ENTIRE PROJECT (Include the number of lots or units in each map and the proposed sequence of recording): _____

_____

NUMBER OF LOTS_____

AVERAGE SIZE OF LOT_____

DENSITY OF PROJECT:

Net Acreage _____ Net Density _____

Gross Acreage _____ Gross Density: _____

ESTIMATED PRICE OF UNITS/LOTS: Per lot $_____

1 Bedroom $_____ 3 Bedroom $_____

2 Bedroom $_____ 4 Bedroom $_____

GRADING AND ENVIRONMENT:

IS THE SUBJECT PROPERTY WITHIN AN AREA OF POTENTIAL HAZARD (Including but not limited to earth slide areas, fault lines, a previous hazardous spill area, flood area, etc.)? _____

_____

IS THE PROJECT SITUATED ON SLOPES OF 15% OR GREATER ON 25 PERCENT OF THE PROPERTY OR MORE (if so specify hillside design standards incorporated into the project)?_____

_____

WILL THE PROJECT DISTURB AREAS WITHIN OR ADJACENT TO DESIGNATED WETLANDS, OR LAKES, SPRINGS OR STREAM ENVIRONMENTS (If so, explain the impact(s) and describe proposed mitigating measures. Such environmentally sensitive areas must be shown on the subdivision map.) _____

_____

DESCRIBE THE METHODS USED FOR STABILIZATION AND/OR REVEGETATION OF EXPOSED AND DISTURBED SOILS DUE TO PROPOSED GRADING ACTIVITIES: _____

_____

HOW DOES THE PROPOSED SUBDIVISION, ITS STRUCTURES, AND LANDSCAPE DEVELOPMENT INCOROPORATE TECHNOLOGIES TO REDUCE ENERGY CONSUMPTION (Low Impact Design [LID] features, energy efficient appliances, building materials, incorporation of hard and soft landscaping materials, etc.)? _____

_____

_____

TRAFFIC:

WHAT TYPE OF STREETS WILL THE PROPOSED PROJECT TAKE PRIMARY AND SECONDARY ACCESS FROM (a residential, collector, or highway)? _____

_____

IS A PRELIMINARY TRAFFIC STUDY INCLUDED WITH THIS APPLICATION (If not, explain why; if yes, provide brief conclusion): _____

_____

PROVIDE PEAK HOUR AND AVERAGE DAILY TRAFFIC VOLUME GENERATION ESTIMATES FOR THE PROPOSED PROJECT: _____

_____

_____

IDENTIFY POTENTIAL IMPACTS TO EXISTING AND PROPOSED STREETS, INTERSECTIONS, AND MAJOR TRANSPORTATION CORRIDORS (HIGHWAY 12 AND 85) AFFECTED BY THE PROJECT AND DESCRIBE THE MITIGATING MEASURES PROPOSED: _____

_____

_____

_____

PUBLIC AND EMERGENCY SERVICES:

PROVIDE THE POTENTIAL IMPACTS THE PROJECT MAY HAVE UPON THE CAPACITY OF PUBLIC SERVICE PROVIDERS (schools, garbage disposal, snow removal, and police, fire and emergency medical services): _____

_____

_____

_____

UTILITIES:

IS A CONCEPTUAL WATER SUPPLY AND CONVEYANCE STUDY INCLUDED WITH THIS APPLICATION (if no, provide an explanation)? _____

_____

INDICATE THE SOURCE OF WATER, WATER PURVEYOR, AND THE ESTIMATED WATER DEMAND FOR THE PROJECT: _____

_____

_____

PROVIDE AN ACKNOWLEDGEMENT OF A WATER SERVICE LETTER FROM THE WATER PURVEYOR FOR THIS DEVELOPMENT INDICATING A COMMITMENT TO PROVIDE SUFFICIENT WATER TO THE PROPOSED PROJECT OR, IN LIEU THEREOF, PROVIDE A STATEMENT INDICATING A WILLINGNESS TO DEDICATE TO THE WATER PURVEYOR WATER RIGHTS OF A SUFFICIENT YIELD TO MEET PROJECT WATER DEMAND: _____

_____

_____

IS A PRELIMINARY SEWER REPORT INCLUDED WITH THIS APPLICATION (If no, provide and explanation): _____

_____

INDICATE THE ENTITY/FACILITY FOR SEWER COLLECTION AND TREATMENT AND PROVIDE AN ESTIMATE OF THE PROJECT GENERATED SEWAGE CONTRIBUTION: _____

_____

PROVIDE A DESCRIPTION OF THE SIZE, LOCATION, AND OWNERSHIP OF EXISTING AND PROPOSED SEWER LINES CONNECTING TO SEWER LINES OF THE SEWAGE TREATMENT PROVIDER: _____

_____

_____

PROVIDE A DESCRIPTION OF THE TYPE AND OWNERSHIP OF EXISTING AND PROPOSED PUBLIC AND QUASI PUBLIC UTILITIES PROPOSED TO SERVE THE SITE: _____

_____

_____

PROVIDE A DESCRIPTION OF ANY PUBLIC IMPROVEMENTS THAT ARE TO BE DEDICATED TO THE CITY: _____

_____

_____

ARE POWER LINE RELOCATIONS AND/OR INSTALLATIONS PROPOSED FOR THIS PROJECT? _____

_____

WILL THE PROPOSED PROJECT GENERATE ANY HAZARDOUS WASTE OR UTILIZE ANY HAZARDOUS MATERIALS OR EXPLOSIVE MATERIAL TO COMPLETE THE PROJECT (if so list each one): _____

_____

_____

The Zoning Director and/or City Engineer will determine if any of the following items must be included with this application.

☐ The Bowman Unified Development Application.

☐ Provide the date, north arrow, scale and sheet numbers in relation to the total number of sheets.

☐ Provide a Title Page with project name, engineering firm, engineer's seal and signature date.

☐ Submit a 24" X 36" Colored Display Map (site plan - 1 copy for original application).

☐ Submit a 24" X 36" Non-colored Display Map (site plan) with each copy.

☐ Submit an 8 ½ X 11 Vicinity Map showing zoning and Master Plan designations.

☐ Submit an 8 ½ X 11 Colored Building Elevation(s).

☐ Submit a 24" X 36" Building Elevation(s), original to be in color.

☐ Submit a 24" X 36" Preliminary Landscape Plan including any proposed irrigation.

☐ Identify within all lots, the access, setbacks, building envelope, retaining walls, and easements.*

☐ Identify Project Phasing.

☐ Provide proposed Sign Plans.

☐ Provide exterior Lighting Plans.

☐ Provide a Parking Plan.

☐ Provide a Circulation Plan.

☐ Submit a Traffic Study.*

☐Submit an Easement Plan, including sidewalk and common use driveways. Please see additional requirements under the Utility Plan section.*

☐Provide a metes and bounds description sufficient to define the boundaries of the subdivision.*

☐ Provide basis of bearings, survey tie, and Section reference.*

☐ Provide all adjacent property owners shown on the latest assessor's roles.

☐Approximate area in square feet or acres of the amount of land utilized for 1) streets; 2) parking; and 3) common area and/or recreation area.*

☐Provide a description of the use of all lots and public areas, if any, and number of lots per acre within the development.

☐ Indicate all streets as either public or private with proposed street names.

☐Provide soils report, including soils characteristics sufficient for use in structural design, i.e. street sections, building pads, etc.*

☐Indicate the amount of material to be imported or exported from the site, and haul routes from the point of origin to the receiving site.*

☐Identify slopes greater than 3:1 and indicate methods proposed for erosion control and slope stabilization for such slopes, with an explanation of how the methods were derived.*

☐Rehabilitation plans for deteriorated pavement surfaces, curb and gutters, sidewalks, and driveway aprons within on-site or adjacent roadways, alleys, access easements, etc.*

☐Submit a 24" X 36" Preliminary Grading and Drainage Plan at 1 inch = 60 feet, including the following:*

☐Submit a Preliminary Hydrology Report and Drainage Study of the site. Specifically, the locations, sizes, flow directions, and peak discharges for the 5-year and 100-year frequency events for each existing and proposed drainage facility within and abutting the project boundaries, together with the tributary watershed areas for each. The report shall include preliminary runoff generation, size, and flow conveyance calculations for watersheds and storm water management facilities.*

☐Submit a Preliminary Grading Plan for the entire project, showing existing contours at 5 foot intervals, approximate street grades, proposed surface drainage, the approximate extent of cut and fill slopes, retaining walls and structures, and approximate building envelopes and all pad elevations sufficient to convey the impact of grading.

☐Exhibits and descriptions of the off-site and on-site watershed and storm water facilities impacting the project and/or adjacent to the project boundaries for the pre-development and post-development site conditions.

☐Hydrologic parameters, assumptions, and methodologies utilized in the 5 year and 100 year rainfall and runoff calculations for off-site and on-site drainage sub-basins. Distinguish between pre and post development site conditions with all sources referenced.

☐Hydrologic parameters, assumptions, and methodologies utilized in the 5 year and 100 year peak runoff flow calculations for existing and proposed storm water facilities in the pre and post development site conditions. Storm water facilities to include: swales and open channels, catch basin inlets, storm drains, street, culverts, detention basins, irrigation ditches, ponds, wetlands and any other appurtenances.

☐Indicate any portion of the site within the boundary of the project located within a FEMA Flood Hazard Zone.

☐Indicate all existing and proposed detention/retention basins with approximate sizes and capacities, outlet works, peak inflow and outflow values, and location, type, and direction of emergency overflow/outfall features.

☐ The location, size and direction of flow of the nearest available public storm drain installation

☐Indicate the ownership and maintenance of all existing and proposed storm water management facilities.

☐The surrounding area within 150 feet of the exterior boundaries of the proposed subdivision showing the following:

1) Topography with maximum 5 foot contours

2) Street location, names, widths of right-of-way, and pavement widths (including curb cuts on both sides of the streets)

3. Direction of drainage for all adjoining roadways

4. Existing flood control/drainage facilities, structures, etc.

☐Determination of the adequacy of the existing downstream storm water system(s) to accommodate the peak flows from the developed site and the need for on-site storm water detention/retention.

☐Provide a discussion on the impact of potential shallow groundwater on site improvements and underground facilities and proposed mitigations.

☐ 24” X 36” Preliminary Utility Plan at 1 inch = 60 feet with the following:*

☐Submit a Preliminary Sewer Report for the entire project.

☐Provide the location, size, direction of flow, as well as designed capacity of the nearest available public sewer, and for all proposed public sewer facilities along with the estimated amount of sewage to be contributed.

☐The location, size, direction of flow, as well as designed capacity, for all proposed public sewer facilities along with the estimated amount of sewage to be contributed.

☐Indicate the location, size, direction of flow, as well as the current and designed capacity, for existing and and/or proposed private sewer facilities, including lift stations, force mains, septic systems, and pressure sewer systems along with the estimated amount of sewage to be contributed.

☐Provide exhibits and description of the existing and proposed sanitary sewer facilities, including sewer main layouts, preliminary pipe sizes, directions of flow, and special appurtenances (lift stations, force mains, siphons, etc.)

☐Indicate the ownership and maintenance of all existing and proposed sanitary sewer facilities (i.e., private or public, City or County).

☐Preliminary calculations for peak and cumulative sewer flows, including flows generated from areas outside of the project area and boundaries.

☐Provide preliminary hydraulic calculations, parameter assumptions, and methodologies for depths of flows and velocities for existing and proposed sewer mains.

☐Provide a determination of the adequacy of the existing and proposed sanitary sewer system to accommodate the proposed development from the point of connection to a public sanitary sewer interceptor.

☐Provide a detailed study for any sanitary sewer lift stations existing or proposed within the sewer system. Include design calculations, operational description, performance analyses, and an economic justification.

☐Submit a conceptual Water Supply and Conveyance Study for the entire project. This study shall include a description, estimation of water demand, and needs analysis for all existing and proposed water mains, storage facilities, pumping facilities, and water wells proposed to serve the project or encumber the lands within the project boundaries for regional water supply and conveyance needs.

☐Provide size, location, and ownership of the nearest available public water mains and all proposed points of connection thereto.

☐Provide size, location, and ownership of all proposed water distribution and service mains within the project boundary and/or adjacent lands necessary to serve the project or provide water supply to adjacent lands.

☐Provide ownership, all points of connection, direction of flow, and the approximate location and size of existing and proposed storm drains, sanitary sewers, electrical power services, and all other ‘dry’ utility services. All existing and proposed easements and access roads and their associated grading shall be shown in conjunction with these facilities and services.

☐Provide the location, size, and description of all existing and proposed drainage pipes, culverts, detention basins, and open channel facilities with all required access roads.

☐Indicate power facilities on or adjacent to the development and method of service to individual buildings. The plan must identify the location, ownership, and nature of all existing overhead utilities and identify those proposed to be relocated or placed underground as part of the project. All relocations shall be schematically shown.

☐Provide the width and approximate location of all existing or proposed easements within the project boundary, whether public or private, for access, roadways, drainage, sewers, water, irrigation, and all other public utility purposes and their associated grading.

☐The surrounding area within 150 feet of the exterior boundaries of the proposed subdivision showing the following: 1) street location, names, widths of right-of-way, and pavement widths (including existing curb cuts on both sides of streets); 2) easement location, descriptions, widths, and information regarding the perpetuation or abandonment of same; 3) Existing utilities, structures, etc.

All drawings must be done with an engineer's scale at 1" = 20' or greater unless otherwise specifically stated, and include all buildings and site features fully dimensioned (parking, lighting, easements, trash enclosures, etc.).

*Drawings must be submitted and stamped by a licensed engineer in the state of North Dakota.