

# City of Bowman

## Unified Development Application

**Actions requested (check all that applies):**

- Abandonment
- Annexation
- Appeal of Planning Commission Decision
- Conditional Use Permit
- Major \_\_\_\_ or Minor \_\_\_\_ Subdivision Preliminary Plat
- Major \_\_\_\_ or Minor \_\_\_\_ Subdivision Final Plat
- Comprehensive Plan Amendment (text amendments & land use designation changes)
- Plat Amendments
- PUD (zone change to PUD and/or text amendment to existing PUD)
- Variance
- Zone Change (text amendments and zoning district changes)
- TIF (Tax Increment Financing) as part of a Development Agreement
- Development Agreement

Office Use Only
Case Number LDC _____
Date Received _____

*Please note there is a supplemental application to this Unified Development Application for each action requested. Applications are not considered complete until all required submittals are received.*

<b>PROPERTY INFORMATION:</b>	
Section, Township and Range:	Name of lot, block and plat of property if subdivided:
Name of Project:	
Street address if assigned:	Assessor's Parcel Number:
Size of property (acreage):	Number of lots proposed if requesting a plat:
Existing Zoning designation:	Proposed Zoning designation or code section to be amended:

Existing Comprehensive Plan designation:	Proposed Comprehensive Plan designation or Master Plan text to be amended:
Give a brief description of your development proposal, including reasons:	
<b>OWNER/APPLICANT INFORMATION:</b>	
Property owner name and address:	Property owner phone, fax and email: Phone: _____ Fax: _____ Email: _____
Applicant/developer name and address:	Applicant/developer phone, fax and email: Phone: _____ Fax: _____ Email: _____
Primary contact/agent name and address if different from above:	Primary contact/agent phone, fax and email: Phone: _____ Fax: _____ Email: _____

A signed and notarized affidavit must be submitted by the property owner to process the requested action or actions. Additionally, if the applicant and/or contact and agent are not the owner of the property, a signed and notarized affidavit must be submitted by the property owner and applicant permitting the individuals listed above and their employees to engage in work related to the requested actions in this application. See pages 3 and 4.

<p><b>Office Use Only</b></p> <p>Date of pre-application submittal meeting: _____</p> <p>Date the application and supplemental application/s were deemed complete: _____</p> <p>Date of agency review meeting if required: _____</p> <p>Tentative date of initial Planning and Zoning Commission hearing if required: _____</p> <p>Tentative date of City Commission hearing if required: _____</p> <p>Required fee/s: \$ _____ Paid by: <input type="checkbox"/> cash <input type="checkbox"/> check</p> <p>Receipt No. _____</p>
--

# OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize \_\_\_\_\_(name) to request development related applications for a/an \_\_\_\_\_(\*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers \_\_\_\_\_, which are further described in case number LDC \_\_\_\_\_(to be filled out by Bowman City staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, \_\_\_\_\_(name) personally appeared before me, a Notary Public in Bowman County, North Dakota, who acknowledged to me that they are authorized as the owner of the property described above to execute the above instrument on behalf of said application.

\_\_\_\_\_  
(Notary Public)

- \*Abandonment/Vacation
- Annexation
- Master Plan Amendment
- Major Subdivision Preliminary Plat
- Major Subdivision Final Plat
- Minor Subdivision Preliminary Plat
- Minor Subdivision Final Plat
- Plat Amendments
- PUD
- Conditional Use Permit
- Variance
- Zoning Change
- TIP
- Development Agreement

# APPLICANT AFFIDAVIT

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for \_\_\_\_\_(\*use list below) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for development case number LDC\_\_\_\_\_ (to be filled out by Bowman City staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signed: \_\_\_\_\_

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, \_\_\_\_\_(name) personally appeared before me, a Notary Public in Bowman County, North Dakota who acknowledged to me that they are authorized as the applicant or consultant for the property described above to execute the above instrument on behalf of said application.

\_\_\_\_\_  
(Notary Public)

- \*Abandonment/Vacation
- Annexation
- Master Plan Amendment
- Major Subdivision Preliminary Plat
- Major Subdivision Final Plat
- Minor Subdivision Preliminary Plat
- Minor Subdivision Final Plat
- Plat Amendments
- PUD
- Conditional Use Permit
- Variance
- Zoning Change
- TIF
- Development Agreement

## COMMISSION MEETING DATES

1. The City Commission meets the 1st and 3rd Tuesday of every month unless otherwise posted.
2. The Planning and Zoning Commission meets once a month on the 2nd or 4th Tuesday of every month unless otherwise posted.

## APPLICATION PROCESSING

### Pre-Submittal Requirements:

1. **Prior to filling out this application, the applicant should meet or call the Zoning Director in order to eliminate any excess time and money spent on preparing the application for submittal. This Uniform Development Application includes a checklist of items that may or may not be pertinent to your proposal; the Zoning Director will advise you of the minimum information necessary to process your request.** The meeting will also provide the applicant an opportunity to ask questions and typically expedites the overall process. Applicants should bring: 1) a map of the property, 2) a conceptual plan illustrating the request that includes any proposed buildings, the proposed use, and the proposed access to the property, and 3) any other materials necessary to discuss the proposed project. Be sure to include the projects address and Assessor Parcel Number(s) on the conceptual plan, or bring a legal description with you. To arrange a meeting, call the Zoning Director at 701-523-3309.

### Submittal Dates:

2. All applications may be submitted on Tuesdays from 9:30 to 4:30 and on Wednesdays from 8:00 a.m. to 3:00 p.m. at Bowman City Hall located at 101 1<sup>st</sup> Street NE, Bowman, North Dakota, 58652-7038, or other arranged time by calling the Zoning Director at 701-523-3309.
3. For applications requiring a public hearing (Appeals, Abandonments/Vacations, Annexations, Comprehensive Plan Amendments, Major and Minor Subdivision Preliminary Plats, PUD's, Special Use Permits, Variances and Zone Changes), applications will be reviewed for completeness on the second and fourth Wednesday of every month. If the application is complete (i.e. all required documents have been submitted), the applicant will receive a letter indicating their application is complete, whether an agency review meeting will be necessary, and the tentative date of the public hearing. If the required documents are present, but found during the review process to be incomplete, staff may require additional or more detailed information as necessary, and this could delay your tentative hearing date.
4. The following applications require a hearing before the Bowman Planning and Zoning Commission which has the final authority unless appealed to the City Commission:
  - Conditional Use Permit
  - Variance
5. The following applications require a hearing before the Bowman Planning and Zoning Commission for a recommendation and a hearing by the City Commission which has the final authority:
  - Comprehensive Plan amendment
  - PUD
  - Zoning Change
  - Major Subdivision Preliminary Plat
  - Minor Subdivision Preliminary Plan
  - Plat Amendments
  - Development Agreements with or without TIFs

6. The following applications require a hearing and go directly to the City Commission, unless coupled with another application that requires Planning and Zoning Commission Review:

Abandonments of Streets and Public Rights of Way  
Annexation

Noticing:

1. All actions requiring a public hearing must have a notice of the hearing published in the official newspaper of the City (The Bowman Pioneer). The notice must include the time and place of the hearing, a description of the subject property, a description of the action requested, and a statement of the times in which the action requested and the application can be viewed by the public at City Hall.

Decisions:

1. Following the final determination on an application, staff will compose an Action Letter stating the outcome (approval or denial). If the request is approved, the final conditions that the business must operate under will be attached. The Action Letter will be forwarded to the applicant and the City Auditor.
2. The Planning and Zoning Commission is the final decision making body on Conditional Use Permits, and Variances which are not part of a multiple request application that includes a Comprehensive Plan Amendment, PUD, Zoning Change, Abandonments/Vacations, Major and Minor Subdivision Preliminary Plats, and Annexations. Applications for Conditional Use Permits and, Variances may be approved with one hearing via an Action Letter unless they are tabled or appealed.
3. The City Commission is the final decision making body on appealed cases, Comprehensive Plan Amendments, PUD's, Zoning Changes, Abandonments/Vacations, Major and Minor Subdivision Preliminary Plats, and Annexations.

## **APPLICATION REQUIREMENTS**

1. The Zoning Director reserves the right to require additional information on any application prior to determining that it is complete. Similarly, the Zoning Director will discuss with you items in the checklist below that are not applicable to your project and therefore not required.
2. Unless a waiver is granted by the Zoning Director or City Commission President, all application materials (documents, forms, plans) for Comprehensive Plan Amendments, Zone Changes, Annexations, Abandonments/Vacations and Major and Minor Preliminary Plats shall be submitted in a digital format in addition to hard copies as specified in this application. Additionally, a GIS shape file or Auto CAD drawing of the project boundaries for Comprehensive Plan Amendments, Zone Changes, Annexations, Abandonments/Vacations, and Major and Minor Preliminary Plats shall be submitted. For multiple parcel applications with multiple zoning and/or land use districts and boundaries, the districts and boundaries must be shown for each parcel.

3. If a PUD is requested, a digital copy of the handbook that can be amended by the City staff shall be submitted with the application. If the project is approved by the City Commission with major changes to the handbook, an amended digital copy of the document shall be submitted with the final copy of the handbook and shall include the following:
  - a. One file in PDF form of the entire document
  - b. All individual graphic files in *tif* or *jpg* format
  - c. All word processing files in Microsoft word format

The PUD Handbook becomes the property of the City of Bowman once approved and recorded. No copyright or proprietary information may be included in the text or graphics within the document. The front cover may include the name of the firm it was prepared by and for whom it was prepared for.

4. The following number of applications shall be submitted:
  - a. Abandonments, Annexations, and Plat Vacations - Original and 10 hard copies plus digital submittal.
  - b. Comprehensive Plan Amendments, Major and Minor Subdivision Preliminary and Final Plats, PUD's, Conditional Use Permits, Variances, Zone Changes and Development Agreements with or without TIFs - Original and 12 hard copies plus digital submittal.
5. Postponement and Invalid Applications are subject to the following:
  - a. All requests to postpone a public hearing shall be provided to the Zoning Director or City Commission President in writing no later than 5:00 p.m. the day prior to the scheduled public hearing.
  - b. The applicant shall pay for the noticing and advertisement costs caused by the requested postponement upon filing the request for postponement.
  - c. Any application that is postponed by the applicant and is not reactivated within 120 days shall become invalid 10 days after a notice of invalidation is provided by the Zoning Director to the applicant by certified mail.
  - d. Regardless of the stage in the review process, any application that is postponed more than 3 times by the applicant (not the Planning Commission or City Commission) will become invalid.
6. A new application is required to be submitted after an application has become invalid. The applicant shall pay all applicable fees and charges and adhere to processing requirements for the new application as if no application was previously submitted.
7. There are no reimbursements for incomplete, withdrawn or invalid applications.

# GENERAL APPLICATION CHECKLIST

Applying For:	Required Submittal Items:	To be Submitted by Applicant	Not Applicable (NA) – Zoning Director will assist in making these determination.
<input type="checkbox"/> <b>Abandonment</b>	Fee of \$300		
	City of Bowman Unified Application and digital copy		
	Legal Description of property to be abandoned (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction		
	24 X 36 Preliminary Grading and Drainage Plan (if applicable) at 1"=20' engineer's scale		
	Dedication documentation		
	Title Opinion and documentation that all current taxes for property are paid		
Abandonment supplemental application and digital copy			
<input type="checkbox"/> <b>Annexation</b>	Fee of \$50		
	City of Bowman Unified Application and digital copy		
	Legal Description of property to be annexed (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction that includes the point of contiguity		
	8 ½ X 11 Vicinity Map with surrounding zoning		
	Title Opinion and documentation that all current taxes for property are paid		
Annexation supplemental application and digital copy			
<input type="checkbox"/> <b>Appeal of PC Decision</b>	Fee of \$50		
	Appeal Form and attached letter describing why you are appealing the PC's decision on an action		
<input type="checkbox"/> <b>Comprehensive Plan Amendment</b>	Fee of \$250		
	City of Bowman Unified Application and digital copy		
	Legal Description of property if Master Plan request is to assign a new or different land use designation (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction		
	8 ½ X 11 Vicinity Map with surrounding zoning		
	Title Opinion & documentation that all current taxes for property are paid		
	Comprehensive Plan Amendment supplemental application & digital copy		
<input type="checkbox"/> <b>Major Subdivision Preliminary Plat</b>	Fee of \$250		
	City of Bowman Unified Application and digital copy		
	8 ½ X 11 reduction of plat		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations.		
	Legal Description of property to be developed (must be signed and stamped by a land surveyor licensed in the State of North Dakota)		
	Title Opinion and documentation that all current taxes for property are paid		
	Major Subdivision Preliminary Plat supplemental application and digital copy		
<input type="checkbox"/> <b>Minor Subdivision Preliminary Plat</b>	Fee of \$200		
	City of Bowman Unified Application and digital copy		
	8 ½ X 11 reduction of plat		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations.		
	Legal Description of property to be developed (must be signed and stamped by a land surveyor licensed in the State of North Dakota)		
	Title Opinion & documentation that all current taxes for property are paid		
	Minor Subdivision Prelim. Plat supplemental application and digital copy		

<input type="checkbox"/> <b>Re-submittal of Major and Minor Plats</b>	Fee \$50		
	Modified plat plan showing changes		
<input type="checkbox"/> <b>Final Plat</b>	Fee of \$75		
	Planning Commission Action Letter of Approval		
	8 ½ X 11 reduction of plat		
	Legal Description of property to be developed (must be signed and stamped by a land surveyor licensed in the State of North Dakota)		
	Title Opinion & documentation that all current taxes for property are paid		
	Final Plat supplemental application and digital copy		
<input type="checkbox"/> <b>Plat Modification (includes lot modifications and plat vacations)</b>	Fee of \$100		
	Site plan to scale showing the location of request and how the plat is to be modified (must be signed and stamped by a land surveyor licensed in the State of North Dakota)		
	Letters of consent from utility providers		
	Title Opinion & documentation that all current taxes for property are paid		
	Plat Modification supplemental application and digital copy		
<input type="checkbox"/> <b>PUD</b>	Fee of \$500 if zone change or \$300 if amendment to an existing PUD		
	City of Bowman Unified Application and digital copy		
	Legal Description of property (must be signed and stamped by a land surveyor in the State of North Dakota)		
	PUD Handbook		
	8 ½ X 11 Site Plan reduction		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations		
	Title Opinion & documentation that all current taxes for property are paid		
	Zone Change supplemental application and digital copy		
<input type="checkbox"/> <b>Conditional Use Permit</b>	Fee of \$200		
	City of Bowman Unified Application and digital copy		
	Legal Description of property (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations		
	Documentation that all current taxes for property are paid		
	Special Use Permit supplemental application and digital copy		
<input type="checkbox"/> <b>Variance</b>	Fee of \$150		
	City of Bowman Unified Application and digital copy		
	Legal Description of property (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations		
	Title Opiniion & documentation that all current taxes for property are paid		
<input type="checkbox"/> <b>Zone Change</b>	Fee of \$225		
	City of Bowman Unified Application and digital copy		
	Legal Description of property (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations		
	Title Opinion & documentation that all current taxes for property are paid		
	Zone Change supplemental application and digital copy		
<input type="checkbox"/> <b>DEVELOPMENT AGREEMENT</b>	Fee of \$ _____		
	City of Bowman Unified Application and digital copy		
	Legal Description of property (must be signed and stamped by a land surveyor in the State of North Dakota)		
	8 ½ X 11 Site Plan reduction		
	8 ½ X 11 Vicinity Map showing surrounding zoning and Master Plan designations		
	Title Opiniion & documentation that all current taxes for property are paid		

