

**PLANNING AND ZONING
COMMISSION
AND
CITY COMMISSION**

**LAND DEVELOPMENT
APPLICATIONS**

City of Bowman, North Dakota

APPLICATION FOR A ZONING PERMIT PERMIT # _____

The undersigned hereby makes application for a permit to construct/demolish/move the following described building and/or structure, and in consideration of delivery to me by the Zoning Director of such permit, I hereby agree to do the proposed work in accordance with the description below and according to the provisions of the ordinances of the City of Bowman, and hereby state that the facts below as set forth by me are true and correct.

Signature of Landowner or his/her Designee

This permit is issued subject to the enactment, change, or amendment of any Zoning Ordinances and it is expressly understood that any structure constructed, altered or moved hereunder shall comply with such Ordinances in effect at the time of such construction or alteration. The Landowner/Applicant certifies that lot line boundaries (lot pins, etc.) have been found and setback requirements will be met. Submittal and approval of an erroneously drawn plot plan does not waive this requirement and structures placed within the setbacks could result in the Landowner/Applicant processing and receiving approval of a variance or moving the structure out of the setbacks in order to comply with code.

Signature of Landowner or his/her Designee

YELLOW PERMIT CARD IS TO BE POSTED AT CONSTRUCTION SITE

(THIS PERMIT EXPIRES IN SIX MONTHS UNLESS RENEWED PRIOR TO EXPIRATION)

Owner/Applicant's Name _____	Height of Building _____
Plot Number _____	Height of Side Walls if Garage or Shed _____
Architect/Contractor _____	% Coverage of Existing Buildings _____
Phone Number _____	% Coverage with New Construction _____
Fax _____ Email _____	Existing Stories _____ Proposed Stories _____
Lot/s _____ Block _____	Front Yard Depth _____ Rear Yard Depth _____
Addition _____	Are You in a Flood Zone? _____
Estimated Cost of Project _____	Is the Property in the ETA _____
Zoning District _____	Are you Constructing a Primary Building? _____
Proposed Use of Property? _____	Are you Constructing an Accessory Building? _____
Lot Dimensions _____ Lot Area _____	Are you Constructing a Shed or Detached Garage? _____
Setbacks _____	Is the Property in the City Limits? _____
Square Footage of Existing Building/s _____	Are you Constructing a Porch? _____ Deck? _____
Square Footage of New Building/s _____	Do You Require a Curb Cut? _____

OFFICE USE ONLY

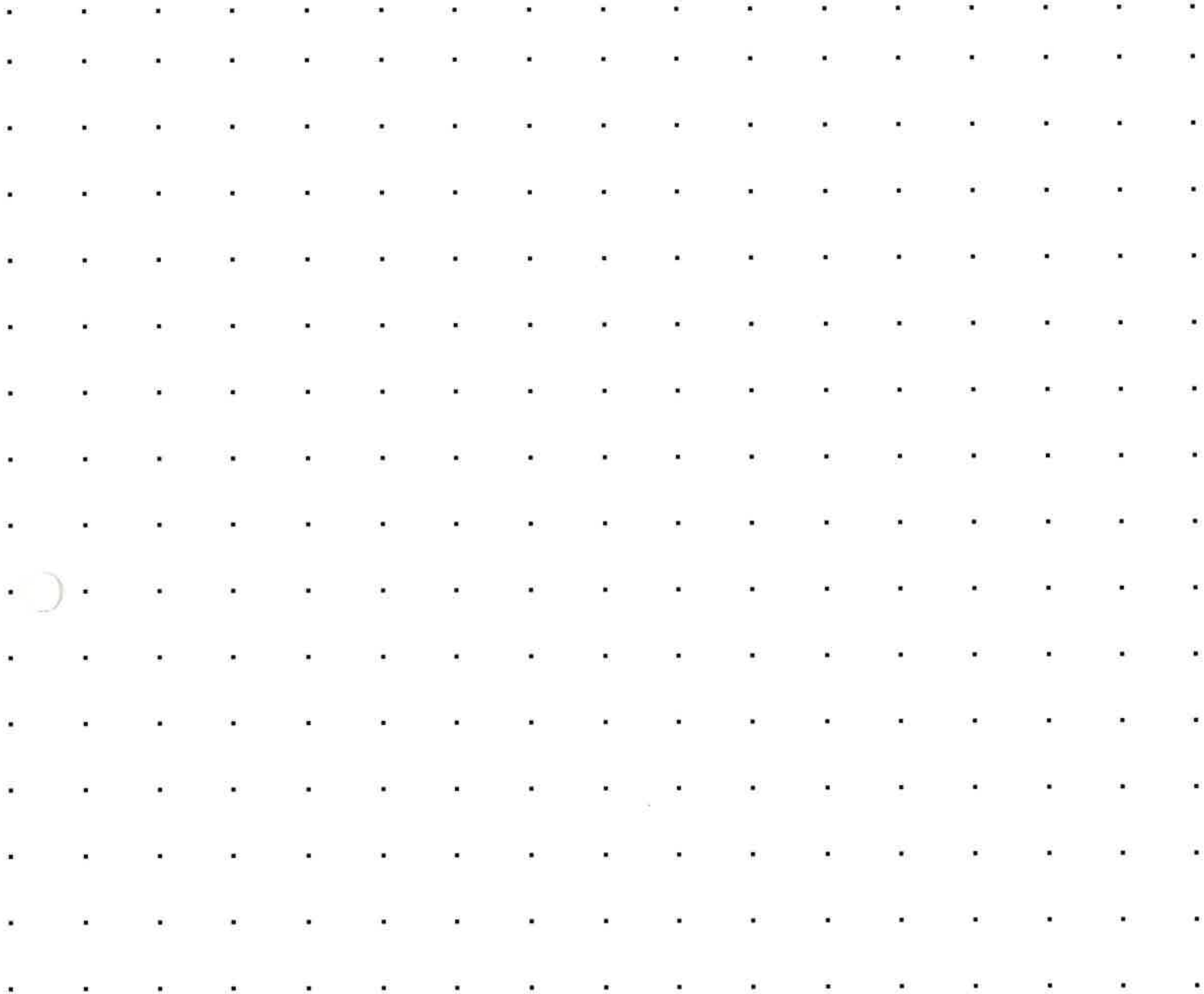
ANY OF THE FOLLOWING REQUIRED PRIOR TO ISSUANCE OF A ZONING PERMIT:

CONDITIONAL USE PERMIT _____ VARIANCE _____ ANNEXATION _____ ZONE CHANGE _____ MOVING PERMIT _____
COMPREHENSIVE PLAN AMENDMENT _____ TEXT AMENDMENT _____ SPECIAL CONDITIONS _____

PLOT PLAN

Use the diagram below to show lot dimensions; streets and their names, including any alleys; front, side and rear measurements; and existing and proposed buildings. It is helpful to consider the spacing between the dots as increments of 10 or 20 feet based on the size of your lot. Please note which measurement you choose here: Spacing Increment _____.

NORTH



SOUTH

Permission is hereby granted to _____ to construct/demolish/move the building described in the Application for the Zoning Permit above, including the plot plan which is hereby expressly made a part of this Permit. This Permit is granted upon the condition that the person to whom it is granted, his agents, employees and workmen, in all the work done in, around and upon said building or any part thereof, shall conform in all respects to the ordinances and regulations of the City of Bowman, governing the construction, alteration, maintenance, repair and removal of buildings and the ordinances (including setback requirements) of the said City known as the Zoning Ordinance.

D _____

Zoning Director

PLEASE NOTE: APPROVAL AND ISSUANCE OF A PERMIT IS BASED UPON THE ACCURATE REPRESENTATION OF THE INFORMATION SHOWN ON THIS PERMIT APPLICATION. IF THE INFORMATION IS FOUND TO BE IN ERROR, THE PERMIT ISSUED TO YOU WILL NOT BE CONSIDERED VALID. THIS COULD RESULT IN THE REMOVAL OF ANY IMPROVEMENTS MADE TO YOUR PROPERTY AS A RESULT OF THE ISSUANCE OF THE PERMIT. THE CITY OF BOWMAN RECOMMENDS THAT IF YOUR PROPERTY HAS NOT BEEN SURVEYED, THAT YOU DO SO PRIOR TO SUBMITTING AN APPLICATION FOR A PERMIT.

City of Bowman

Unified Development Application

Actions requested (check all that applies):

- Abandonment
- Annexation
- Appeal of Planning Commission Decision
- Conditional Use Permit
- Major Subdivision Preliminary Plat
- Major Subdivision Final Plat
- Minor Subdivision Preliminary Plat
- 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)

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.

PROPERTY INFORMATION:	
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:	
OWNER/APPLICANT INFORMATION:	
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>Office Use Only</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>
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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
- Comprehensive 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

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
- Comprehensive 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

COMMISSION MEETING DATES

1. The City Commission meets on the first and third Tuesday of every month unless otherwise posted.
2. The Planning and Zoning Commission meets once a month on the second or fourth Tuesday of every month unless otherwise posted.

APPLICATION PROCESSING

Pre-Submittal Requirements:

1. It is strongly recommended that every applicant meet with City staff prior to submitting an application for review. The meeting will 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 1st 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

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, and Zone Changes - 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:	Submitted	Not Applicable (NA) – requires approval by Zoning Director prior to submittal
	**Note – all plan submittals must be done using an engineer's scale at 1" = 20' or larger		
<input type="checkbox"/> Abandonment	Fee of \$ _____		
	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"/> Annexation	Fee of \$ _____		
	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"/> Appeal of PC Decision	Fee of \$ _____		
	Appeal Form and attached letter describing why you are appealing the PC's decision on an action		
<input type="checkbox"/> Comprehensive Plan Amendment	Fee of \$ _____		
	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"/> Major Subdivision Preliminary Plat	Fee of \$ _____		
	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"/> Minor Subdivision Preliminary Plat	Fee of \$ _____		
	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		
		Minor Subdivision Prelim. Plat supplemental application and digital copy	

<input type="checkbox"/> Re-submittal of Major and Minor Plats	Fee \$ _____		
	Modified plat plan showing changes		
<input type="checkbox"/> Final Plat	Fee of \$ _____		
	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 and documentation that all current taxes for property are paid		
	Final Plat supplemental application and digital copy		
<input type="checkbox"/> Plat Modification (includes lot modifications and plat vacations)	Fee of \$ _____		
	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 and documentation that all current taxes for property are paid		
	Plat Modification supplemental application and digital copy		
<input type="checkbox"/> PUD	Fee of \$ _____ 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 and documentation that all current taxes for property are paid		
	Zone Change supplemental application and digital copy		
<input type="checkbox"/> Special Use Permit	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		
	Documentation that all current taxes for property are paid		
	Special Use Permit supplemental application and digital copy		
<input type="checkbox"/> Variance	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 Opinion and documentation that all current taxes for property are paid		
	Variance supplemental application and digital copy		
<input type="checkbox"/> Zone Change	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 Opinion and documentation that all current taxes for property are paid		
	Zone Change supplemental application and digital copy		

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

Not all questions will be applicable to your project. For assistance in determining applicability, please make an appointment with the Zoning Director. Attach an additional sheet of paper if you need additional space for your answers.

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 INCORPORATE 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 following items must be submitted with this application unless waived by the Zoning Director and City Engineer:

- 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.