



Planning Department
Acknowledgment and Signature

1025 31st St SE
PO Box 5006
Minot, ND 58702
planner@minotnd.org
(701) 857-4100

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Minot to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Minot, and the laws of the State of North Dakota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this petition.

Signature of Applicant

Signature of Property Owner*

Print Applicant(s) Name

Print Property Owner(s) Name

Date

Date

*If the applicant is different than the property owner, please provide a copy of the Offer to Purchase or other documentation from the property owner giving permission to make the requested changes to the property.

Application Fees and Refunds

Planning application fees cover the following costs: meeting room time, copies, minutes, public hearing and legal notices. The review deposit will be utilized for the cost of staff review time, consultants, meetings with applicants, neighborhood meetings, preparation of staff reports, and preparation of legal documents, review and editing of Planning Commission minutes, staff reports and legal documents. ***Charges for certified mail are NOT part of the review or application fees and will be billed seperately.*** Refunds of application fee will be one-half of the fee and any remaining review fees if the application is withdrawn prior to publication of the public hearing notice. After publication, no refunds will be given. Any remaining review fees will be refunded after the Certificate of Occupancy is issued for the project. This would be for the building shell in the case of a multi-tenant retail or industrial project with separate tenant finish permits, all of the units in a residential subdivision or the entire building in the case of a multi-family or single-tenant commercial/industrial development.

Planning Commission Applications are not complete until all required submittal documents have been received.



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Agreement to Pay City and Professional Fees

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I/we, the undersigned Applicant(s) hereby agree that I/we will pay all fees and charges that may be incurred by the City of Minot for planning, engineering, legal and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. If a determination is made by the City that additional professional services are necessary for the review and processing of this Application the City Planner may require the Applicant(s) to enter into a development review agreement and deposit funds in escrow with the City of Minot. The sum to be deposited will be based upon the anticipated direct costs to the City. The City will also make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for professional services are in excess of funds placed in escrow, then additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the City.

Address or Legal Description _____ Project # _____

Print Applicant(s) Name(s) _____

Signature of Applicant(s) _____ Date _____

City of Minot

Planning Commission Application

Check all that apply & submit checklist materials with application.

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- Annexation by Petition
\$25 & \$500 Review
- Comprehensive Plan/Future Land
Use Map Amendment
\$225 & \$1000 Review*
- Conditional Use Permit
\$250 & \$1200 Review*
- Easement Vacation
\$250 & \$500 Review**
- Interim Use Permit
\$250 & \$1200 Review*
- Manufactured Home Community
Site Plan Review
\$250 & \$500 Review*
- Plat Vacation
\$500 & \$500 Review**
- Public Zone Plan Review*
\$275 & \$500 Review
- PUD Plan Review
\$275 & \$1200 Review*
- Street/Alley Vacation
\$250 & \$500 Review**
- Subdivision by Plat:
- 1-10 Lots***
\$300
- 11-30 Lots***
\$500 & \$1000 Review
- Over 30 Lots***
\$750 & \$1200 Review
- Outlot Plat
\$200 & \$500 Review
- Tax Increment Finance Review
\$275 & \$1500 Review
- Text Amendment
\$275 & \$1000 Review
- Variance in Zoning Regulation
\$150 & \$1000 Review*
- Zone Change
\$225 & \$1000 Review*
- Zoning Confirmation Letter
\$75 per Property

*Certified letters to property owners within 300' of the area requested action are required and the cost per letter will be billed to you later.
 **Memorandum of ownership must be provided.
 ***A letter from the Parks and Recreation Dept. in regards to a Public Land Dedication and/or Fee Per Unit agreement for subdivisions over 3 acres or 10+ units must accompany application.

Contact Information

Applicant/Owner _____
 Address _____
 City _____ State _____ Zip _____
 Phone () _____
 Email _____@_____ . _____
 Representative (if applicable) _____
 Address _____
 City _____ State _____ Zip _____
 Phone () _____
 Email _____@_____ . _____

Application Information

Current Legal Description _____

 Proposed Legal Description _____

 Address of Property _____
 Current Zoning _____ Requested Zoning _____
 Briefly Describe the Reason for this Request: _____

Fees	+		=	
Application Fees		Review Fees		Total

ATTENTION: All applications, fees, and required attachments must be completed and submitted to the Planning Office before the deadline in order to be considered for the Planning Commission agenda.

Applications for Planning and Zoning are due by 4:30 PM on the 15th of the month for the following months agenda or in some cases the Friday before, if the 15th lands on a weekend. If you don't have a complete application, your request will be held until next month's agenda. To avoid having your application held until next month's agenda, it is recommended that all applicants schedule a meeting with the Planning and Engineering Departments well before submitting an application to make sure the application is complete.

Signature of Applicant _____ Date _____

Project # _____ (for office use only)
 Receipt # _____ Received _____

THIS SHEET IS FOR APPLICANT'S INFORMATION—DO NOT SUBMIT WITH APPLICATION

Requests are to be submitted for review to the Planning Department prior to the 15th of each month.

1. A preliminary Plat or Outlot and a signed application with fees is received for review by the Planning Department (no later than the 15th of the month) in order to be placed on the following month's Planning Commission agenda.
 - A. Notification letters are sent to surrounding property owners (within 300') if the plat or outlot also requires a zone change, a conditional use permit, interim use permit, plan review, or variance.
 - B. Staff Report written to check compatibility with the Comprehensive Plan in the areas of:
 - Zoning
 - Traffic/Access
 - Street Names
 - Storm Water Management/Flood Plain
 - Sidewalks
 - Other (ownership, utilities, taxes)
 - C. Reviewed by the GIS Coordinator for street names and addressing.
 - D. **Planning Commission (last Monday of the month, except December)** recommends approval or denial of the Plat or Outlot and may add conditions such as:
 - Sidewalks
 - Storm Water Management Plan
 - Erosion Control
 - Zoning Change
 - Septic Sewer Study
 - Annexation
 - E. Preliminary Plat or Outlot, with minutes and recommendations, go to the City Council for approval or denial (next available meeting after Commission recommendation). Any attached ordinances are approved for first reading.

(NOTE: A second reading is required for all annexations and zone changes. A Plat or Outlot MUST be recorded with the Ward County Recorder before the second reading can proceed.)

2. Surveyor or Owner to submit Final Plat or Outlot to the Engineering Department for Final Review. (A.S.A.P. after City Council approval). **TIME FRAME FROM COUNCIL APPROVAL TO REVIEW BY THE ENGINEERING DEPARTMENT NOT TO EXCEED THREE (3) MONTHS.**
 - A. Plat or Outlot is reviewed by staff:
 - Check closure.
 - Check legal description and proper ownership signatures notarized.
 - Check for easements and/or right-of-way dedications.
 - Complies with Planning Commission approval.
 - Shows state plane coordinates and acreage breakdown.
 - Check that taxes are paid. (Note: Taxes must be paid before it can be recorded.)
 - B. Plat or Outlot is signed by the City Engineer (This is the final signature on the plat.)
 - C. Copies made for City records.
 - D. Plat or Outlot taken to County Recorder.
 1. Notice to City Planner of the date it went to the County Recorder.
 2. Notice to City Clerk (A.S.A.P. after plat is recorded) so that any ordinances for second reading can be posted on the next City Council agenda.
 - E. City Council approves second reading at the next available meeting after recording.
 1. Excerpt of the minutes stating approval.
 2. Ordinance distributed to departments for records and map updating.
 - F. Plat is filed in City records.
 1. Computer maps.
 2. Ordinance recorded on maps.



Planning Department
IMPORTANT MEETING DATES

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**APPLICATION DEADLINES, PLANNING COMMISSION
AND CITY COUNCIL MEETING DATES
2015**

<u>APPLICATIONS MUST BE SUBMITTED BY*</u>	DATE OF REGULAR PLANNING COMMISSION	DATE OF REGULAR CITY COUNCIL
December 15, 2014	January 26, 2015	January 12, 2015
January 15, 2015	February 23, 2015	February 2, 2015
February 13, 2015	March 30, 2015	March 2, 2015
March 13, 2015	April 27, 2015	April 6, 2015
April 15, 2015	May 26, 2015 (Tuesday)	May 4, 2015
May 15, 2015	June 29, 2015	June 1, 2015
June 15, 2015	July 27, 2015	July 6, 2015
July 15, 2015	August 31, 2015	August 3, 2015
August 14, 2015	September 28, 2015	September 8, 2015 (Tuesday)
September 15, 2015	October 26, 2015	October 5, 2015
October 15, 2015	November 30, 2015	November 2, 2015
November 13, 2015	No meeting scheduled for December 2015	December 7, 2015
December 15, 2015	January 25, 2016	January 11, 2016

THE CHAIRMAN RESERVES THE RIGHT TO ALTER SCHEDULED MEETING DATES AND DEADLINES.

***If the 15th of the month falls during a weekend, please have the application in the office by the Friday before the 15th. ANY APPLICATIONS THAT ARE SUBMITTED ON THE MONDAY FOLLOWING THE 15TH OF THE MONTH WILL NOT MAKE THE AGENDA. Thank you.**

PLANNING COMMISSION MEETINGS BEGIN AT 6:00 P.M. CITY COUNCIL MEETINGS BEGIN AT 6:30 P.M.