



PLANNING AND ZONING APPLICATION
CITY OF WEST FARGO

Please complete the form and send with the required documents
to: West Fargo City Hall, ATTN Planning
800 4th Avenue East Ste 1, West Fargo ND 58078

Administrative Review (Staff, P&Z, City Commission)
Conditional Use Permit
Planned Unit Development (PUD)
Provisional Use Permit
PUD Amendment
Minor PUD Modification
Re tracement Plat

Rezoning
Right-of-Way Dedication
Right-of-Way Vacation
Simple Lot Split
Site Plan Review
Subdivision (Original)
Subdivision (Replat)

Subdivision Amendment
Variance (Subdivision)
Variance (Zoning)
Zoning Amendment (Map)
Zoning Amendment (Ord)

FEE: _____

APPLICATION #: _____

Date: _____

Applicant: _____

Phone Number: _____

Owner: _____

Phone Number: _____

Address: _____

Legal Property Description: _____

Present Zoning Classification: _____

Existing Use: _____

Briefly describe the reasons for request:

Date Fee Paid: _____

SIGN HERE: _____

NOTE: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

Procedure for Provisional Use Permits

City of West Fargo, North Dakota

NOTICE TO APPLICANTS: The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay the hearing of your request before the Planning and Zoning or City Commissions.

- 1. Confer with City Planning Office to ensure that request complies with Zoning Ordinances and City Plans.
- 2. Complete application and pay fee (application and fee must be submitted to Planning Office).
- 3. Site plan prepared and submitted to Planning Office. **See attachment for site plan requirements.**
- 4. Administrative review completed by Planning Office.
- 5. Planning Office may approve or deny request based on Zoning Ordinance Requirements
- 6. If request is denied by the Planning Office or if adjoining property owners submit written opposition, the request shall be appealed to the Planning and Zoning Commission, unless the application is withdrawn by the applicant.
- 7. Application is forwarded to the Board of Adjustment for consideration, unless the application is withdrawn by the applicant.
- 8. Board of Adjustment considers request, with any necessary conditions.
- 9. Applicant complies with conditions as set by Board of Adjustment.
- 10. Planning Office issues Provisional Use Permit.

APPROXIMATE TIME FOR APPROVAL IS ONE TO FOUR WEEKS

Site Plan Requirements

City of West Fargo

- 1. Name of applicant, name of subdivision.
- 2. Shall be drawn in ink at a scale of 1" = 100'.
- 3. North point and date.
- 4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
- 5. Existing and proposed street names to include street right-of-way widths.
- 6. Means on ingress and egress to lots.
- 7. Existing and proposed building on each lot to include all yard setback distances.
- 8. Approximate square footage of each building.
- 9. Existing and proposed berm/landscaping/screening locations.
- 10. Existing and proposed location of sidewalks, if any.
- 11. Provision for off-street parking, snow storage and garbage removal.
- 12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
- 13. Proposed fence locations, if applicable.
- 14. Any other information which will explain or support your request.

SITE PLAN

