



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 Simple Lot Split

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. Application and fee given to City Planning Office.
- 2. A survey of the properties is provided, showing the proposed lot split with setbacks to any structures.
- 3. Planning Office and City Auditor review request in accordance with criteria shown below.
- 4. Applicant notified of initial screening results.
- 5. If concurred approval is given, Planning Office sets review before the Planning and Zoning Commission.
- 6. Notice sent to property owners within 150 feet of application.
- 7. Planning and Zoning Commission reviews; if approved, chairman signs the attached certificate.
- 8. Certificate copied and given to the applicant. Applicant presents certificate to Building Inspector.

APPROXIMATE TIME FOR APPROVAL IS TWO TO SIX WEEKS

Simple Lot Split Requirements

Simple lot splits may be exempt from the mandatory platting requirement, provided the following conditions are met:

1. The lot split does not create more than two (2) lots; and
2. The two lots created are not more than 1/2 acre in size each; and
3. There is no proposed or perceived need of public improvements as a result of the split; and
4. The lot split does not occur in general proximity to an area organized by metes and bounds description and/or where there is a perceived need to create an organized development pattern through platting; and
5. That any platted lot be split only once under the terms of this provision; and
6. That the lot split is not part of a continuing scheme of lot splitting for a particular area; and
7. That the lot split does not violate any provision of the Zoning Ordinance, Official City Plans, or any other state or local ordinance; and
8. That the lot split does not adversely affect public health, safety, or welfare.

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

