

**PLANNING AND ZONING APPLICATION  
CITY OF WEST FARGO**

- |  |                               |                               |
|--|-------------------------------|-------------------------------|
| _____ Administrative Review (Staff,<br>P&Z, City Commission) | _____ Rezoning                | _____ Subdivision (Replat)    |
| _____ Conditional Use Permit                                 | _____ Right-of-way Dedication | _____ Subdivision Amendment   |
| _____ Planned Unit Development (PUD)                         | _____ Right-of-way Vacation   | _____ Variance (Subdivision)  |
| _____ PUD Amendment  | _____ Simple Lot Split        | _____ Variance (Zoning)       |
| _____ Minor PUD Modification                                 | _____ Site Plan Review        | _____ Zoning Amendment (Map)  |
| _____ Retracement Plat                                       | _____ Subdivision (Original)  | _____ Zoning Amendment (Ord.) |

FEE \_\_\_\_\_ APPLICATION # \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Legal Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Describe Briefly the Reasons for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

Estimated Date of Planning & Zoning and City Review: \_\_\_\_\_

**Signature**

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.

**Preliminary Plat Requirements**  
**City of West Fargo**

1. Shall be drawn by a registered land surveyor at a minimum scale of 1" = 100'.
2. Ten (10) copies of preliminary plat submitted to City Planning Office.
3. Proposed name of subdivision and legal description of the land covered by the plat.
4. Date of preparation, scale, north point, name of subdivider and name of preparer.
5. Boundary lines of subdivision to include bearings and distances.
6. The names and adjacent lines of any adjoining platted lands shall be dotted on the plat together with the names of adjoining streets.
7. The location, width, and names of existing streets, alleys, or private roadways.
8. The location, width, and names of proposed streets or private roadways.
9. Approximate radii of all curves and lengths of tangents.
10. The purpose and width of any easement.
11. The length and width of all lots and blocks together with the progressive numbering of said lots and blocks.
12. The mean sea level elevation shall be shown as numerical figures should any portion of the plat lie within designated 100-year floodplain.
13. The location, dimension and area of all property proposed to be set aside as a requirement of public land dedication.

The following information shall be submitted separately from the Preliminary Plat. The City Planning Office may waive any one of these requirements when applicable.

14. The grading and drainage plan for all streets and lots. These plans shall be submitted to the City Engineer for approval prior to Preliminary Plat review.
15. Two copies of any existing or proposed restrictive covenants.

**Note:** The lack of information under any item specified or erroneous information supplied by the applicant, shall be cause for disapproval of the Preliminary Plat.

**Final Plat Requirements**  
**City of West Fargo**

1. Shall be drawn by a registered land surveyor on a Mylar print at a minimum scale of 1" = 100 feet. Two Mylar copies and a digital copy in .PDF format shall also be submitted.
2. The original Mylar print, Mylar copies, digital copy and ten (10) paper copies shall be submitted to the City Planning Office.
3. The name and legal description of the land covered by the plat.
4. Date of preparation, scale and north point.
5. Name and signature of all owners of the land covered by the plat.
6. Name and signature of the registered land surveyor.
7. Other endorsements shall include signature spaces for the City Engineer, Planning & Zoning Commission Chairman, the Mayor and the City Auditor All signatures shall be notarized.
8. An accurate description of the property described in metes and bounds as shown on the preliminary plat.
9. Notations for all monuments.
10. 100-year flood elevation, when applicable.
11. Exact boundary lines of subdivision to include bearings and distances.
12. The names and adjacent lines of any adjoining platted lands shall be dotted on the plat together with the names of adjoining streets.
13. Location, purpose, and exact width of all easements.
14. The exact length of all lots and blocks, together with the progressive numbering of said lots and blocks.
15. The names and exact right-of-way widths of existing proposed streets, alleys, or private roadways.