



**PLANNING AND ZONING APPLICATION**

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

<input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission)
<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Planned Unit Development(PUD)
<input type="checkbox"/> Provisional Use Permit
<input type="checkbox"/> PUD Amendment
<input type="checkbox"/> Minor PUD Modification
<input type="checkbox"/> Re tracement Plat

<input type="checkbox"/> Rezoning
<input type="checkbox"/> Right-of-Way Dedication
<input type="checkbox"/> Right-of-Way Vacation
<input type="checkbox"/> Simple Lot Split
<input type="checkbox"/> Site Plan Review
<input type="checkbox"/> Subdivision (Original)
<input type="checkbox"/> Subdivision (Replat)

<input type="checkbox"/> Subdivision Amendment
<input type="checkbox"/> Variance (Subdivision)
<input type="checkbox"/> Variance (Zoning)
<input type="checkbox"/> Zoning Amendment (Map)
<input type="checkbox"/> Zoning Amendment (Ord)

**Fee:** \_\_\_\_\_ **Fee Paid**  **Application #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicant:	Email:	Phone:
Owner:	Email:	Phone
Address:		

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

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

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

**Briefly describe the reasons for the request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 Subdivision Variances

### 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 regarding City Plans, policies, and requirements.
- 2. Complete application and pay fee (application must be submitted to Planning Office at least 2 ½ weeks before scheduled public hearing before Planning & Zoning Commission).
- 3. Site plan submitted to Planning Office (2 ½ weeks prior to scheduled public hearing before the Planning & Zoning Commission). **See attachment for site plan requirements.**
- 4. Public Hearing held before Planning & Zoning Commission.
- 5. Planning & Zoning Commission may approve, conditionally approve or deny request.
- 6. If application is denied, you may opt to continue the request to the Board of Adjustment.
- 7. If application is approved, recommendation for approval is forwarded to Board of Adjustment.
- 8. Fulfill conditions, if any that were set by Planning & Zoning Commission for Approval.
- 9. Date set for final action before City Commission.

**APPROXIMATE TIME FOR APPROVAL IS FOUR TO SEVEN WEEKS**

## Zoning Variance Requirements

### City of West Fargo, North Dakota

A variance from the terms of this Ordinance, shall not be granted by the Board of Adjustments unless and until:

- 1. Site Plan prepared and submitted to City Planning Office.
  
- 2. A written application for a variance is submitted demonstrating:
  - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district;
  - b. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
  - c. That the special conditions and circumstances do not result from the actions of the applicant;
  - d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

- 3. The owner of the property for which a variance is sought or his/her agent and all abutting properties and properties extending one hundred and fifty (150) feet from the area, excluding streets, shall be notified at least 10 days prior to the hearing.

**Site Plan Requirements**

**City of West Fargo**

- 1. Name of applicant, name of subdivision.
- 2. Must be drawn to scale and include north arrow and date.
- 3. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
- 4. Existing and proposed street names to include street right-of-way widths.
- 5. Means on ingress and egress to lots.
- 6. Existing and proposed building on each lot to include all yard setback distances.
- 7. Approximate square footage of each building.
- 8. Existing and proposed berm/landscaping/screening locations.
- 9. Existing and proposed location of sidewalks, if any.
- 10. Provision for off-street parking, snow storage and garbage removal.
- 11. Proposed fence locations, if applicable.
- 12. Any other information which will explain or support your request .
- 13. One PDF submitted to City Planning Office.

# SITE PLAN

