



**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 Approval Conditional 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 and Ordinance and City Plans.
- 2. Complete application and pay fee (application and fee must be submitted to Planning Office at least 2 ½ weeks before scheduled public hearing before Planning & Zoning or City Commission).
- 3. Site plan prepared and submitted to City Planning Office (2 ½ weeks prior to scheduled public hearing before 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. Applicant complies with conditions as set by Planning & Zoning Commission.
- 7. Date set for final City action.
- 8. City Commission considers request, with any necessary conditions.
- 9. Complies with conditions as set by City Commission.
- 10. Building Inspector issues Conditional Use Permit

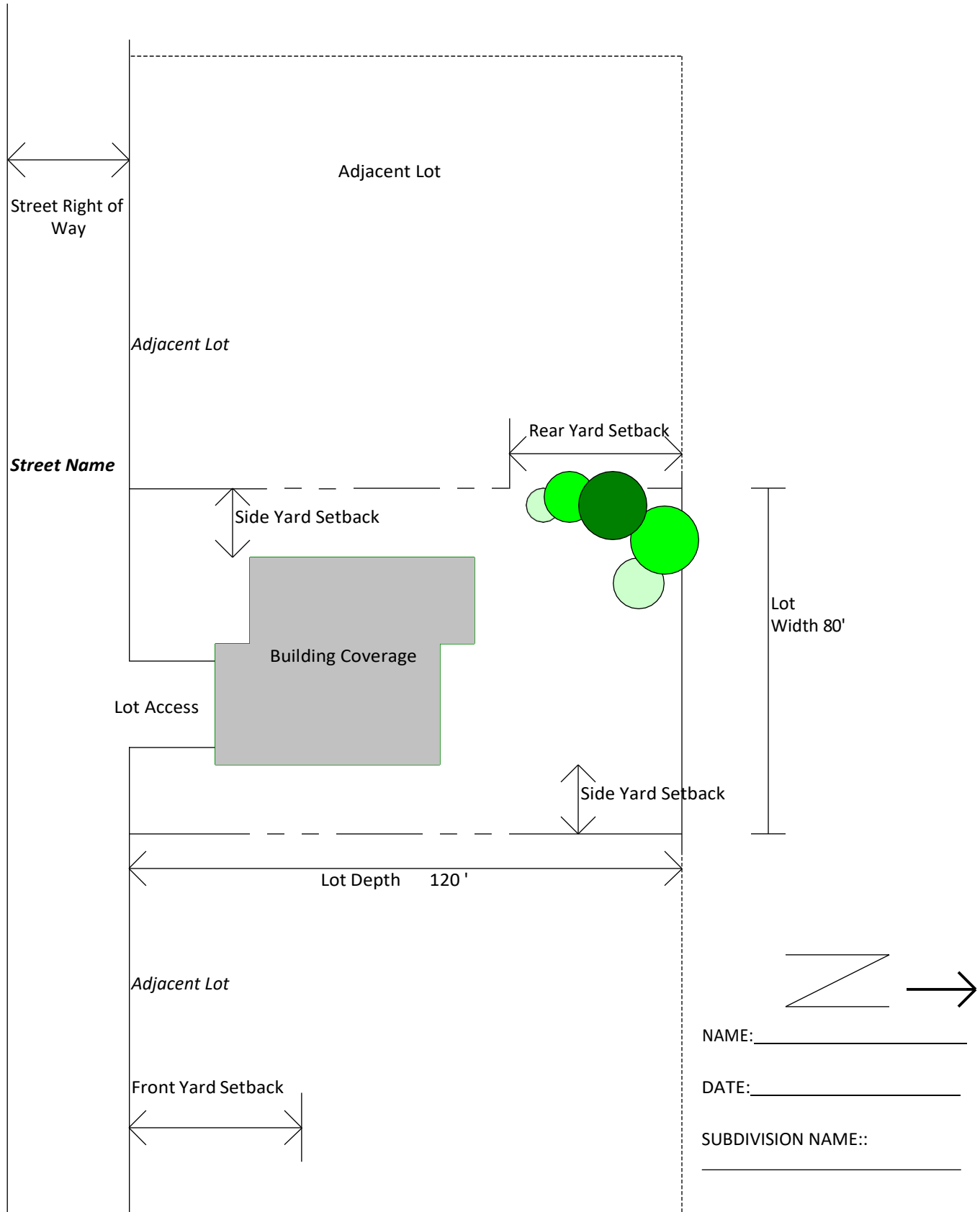
**APPROXIMATE TIME FOR APPROVAL IS FOUR TO SEVEN WEEKS.**

**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



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_