



THE CITY OF WATFORD CITY  
213 2<sup>ND</sup> ST NE / PO BOX 494  
WATFORD CITY, NORTH DAKOTA

# LAND USE APPLICATION VARIANCE

## REQUIREMENTS

APPLICATION FEE: \$300.00

All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required.* A *Variance Application* may be submitted to consider reducing yard setbacks in order to accommodate a structure due to exceptional conditions or existing circumstances of the property. Along with this application, please submit the following: N.D. Professionally Engineered/ Survey or drawing of the property in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for *Variance* and a current copy of a title report/title commitment for the property. For *Height Variances*, if approved by City Council, an additional fee for the *Height Variance* will be collected at the time the Building Permit is issued. The additional fee is set by City Council Resolution. The current fee is set at \$2,500.00 per foot over the maximum height. For specific details regarding this process, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXVII: VARIANCES.*

## PROPERTY OWNER INFORMATION

OWNER NAME(S):	PHONE NUMBER:	EMAIL:
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MAILING ADDRESS:

## APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
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MAILING ADDRESS:

## DEVELOPER INFORMATION

DEVELOPER NAME:	PHONE NUMBER:	EMAIL:
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MAILING ADDRESS:

## PROPERTY INFORMATION

PROPERTY ADDRESS:	ZONING DISTRICT:
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PARCEL NUMBER(s):	LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)
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## DESCRIPTION

Please give a brief description of the proposed variance.

Is this a <i>Height Variance request</i> ?	Yes	No
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## APPLICANT SIGNATURE: (IF DIFFERENT THAN OWNER)

*As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.*

APPLICANT SIGNATURE:	DATE:
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APPLICANT PRINT NAME:	APPLICANT TITLE:
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**PROPERTY OWNER(S) AFFIDAVIT**

*I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.*

PROPERTY OWNER SIGNATURE:  _____	DATE:  ____/____/____
PROPERTY OWNER SIGNATURE:  _____	DATE:  ____/____/____

**PROPERTY OWNER NOTARY**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, the undersigned, a notary public for the state of \_\_\_\_\_, personally appeared, \_\_\_\_\_ known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.

(NOTARIAL SEAL)

\_\_\_\_\_  
Notary Public

Notary Public for the state of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

**▼ OFFICE USE ONLY ▼**

<input type="checkbox"/> .PDF & LEDGER SIZE REVIEW COPY OF SITE PLAN <input type="checkbox"/> VICINITY MAP <input type="checkbox"/> LEGAL DESCRIPTION <input type="checkbox"/> JUSTIFICATION LETTER <input type="checkbox"/>	<b>LEGAL NOTICE DATES:</b> ____/____/____ ____/____/____ <input type="checkbox"/> MAILED ADJACENT PROPERTY OWNER NOTICES	<b>MEETING DATES:</b> PLANNING COMMISSION: ____/____/____ CITY COUNCIL: ____/____/____
<b>INVOICE:</b> INVOICE NUMBER: _____ DATE CREATED: ____/____/____ BY: _____	<b>PAYMENT: \$300.00</b> DATE RECEIVED: ____/____/____ AMOUNT: \$ _____ <input type="checkbox"/> CARD <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____	