



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

SITE DEVELOPMENT PLAN APPLICATION

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original Applicant signature is required.* A Site Development Plan is required to be submitted for any of the following types of projects: commercial, industrial, institutional, or multi-family residential with 4+ units. Site Development Plans are also required to be submitted for a change in use of property, new construction/additions of new/existing buildings and/or parking areas, streets, and utilities. For specific details regarding Site Development Plans, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXIX.*

PROJECT NAME

PROPERTY OWNER INFORMATION

OWNER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

DEVELOPER INFORMATION

DEVELOPER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PROPERTY INFORMATION

PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	LOT #	BLOCK #
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)	IS PROPERTY ANNEXED? <input type="checkbox"/> YES <input type="checkbox"/> NO / E.T.A.	LOCATED IN FLOODPLAIN? <input type="checkbox"/> YES* <input type="checkbox"/> NO <small>*IF YES, A FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.</small>	
CURRENT USE OF PROPERTY:		PROPOSED USE OF PROPERTY:	

DESCRIPTION

Please give a brief description of the proposed project.

PROJECT SPECIFICATIONS

Please complete the information below if applicable to this project. Unless specified, provide information according to the proposed project specifications, not existing.

EXISTING BUILDING SIZE: (SQ.FT.)	PROPOSED NEW BUILDING SIZE: (SQ.FT.)	PARCEL SIZE: (SQ.FT.)
OCCUPANT LOAD: <i>(Commercial/Industrial)</i>	TOTAL NUMBER OF UNITS: <i>(Residential)</i>	IS A VARIANCE REQUIRED? <input type="checkbox"/> YES* <input type="checkbox"/> NO <small>* VARIANCE APPLICATION MUST FIRST BE SUBMITTED AND APPROVED.</small>
FIRE PROTECTION SYSTEM: <input type="checkbox"/> YES <input type="checkbox"/> NO	BUILDING HEIGHT:	# OF STORIES:
		IS A HEIGHT VARIANCE REQUIRED? <input type="checkbox"/> YES* <input type="checkbox"/> NO <small>*IF YES, A VARIANCE APPLICATION MUST FIRST BE SUBMITTED AND APPROVED. AN ADDITIONAL FEE WILL BE CALCULATED WITHIN PERMIT APPLICATION.</small>
CONSTRUCTION TYPE: <input type="checkbox"/> I-A <input type="checkbox"/> I-B <input type="checkbox"/> II-A <input type="checkbox"/> II-B <input type="checkbox"/> III-A <input type="checkbox"/> III-B <input type="checkbox"/> IV <input type="checkbox"/> V-A <input type="checkbox"/> V-B		
OCCUPANCY CLASSIFICATION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> M <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> U		
NUMBER OF EXISTING OFF-STREET PARKING SPACES: REGULAR: _____ ADA: _____		NUMBER OF NEW OFF-STREET PARKING SPACES: REGULAR: _____ ADA: _____
EXISTING TOTAL AREA OF PARKING LOT: (SQ.FT.)		NEW TOTAL AREA OF PARKING LOT: (SQ.FT.)

PERMIT FEE

The permit fee schedule is based on the total value of the project. If a Commercial Building Permit is not required for the project, the Commercial Application Fee Schedule shall be utilized to calculate the Site Development Plan permit fee. If a Commercial Building Permit is required for the project, the Site Development Plan Application shall not have a fee. Fees will be calculated by City Staff. Payments will not be accepted until the fee calculations are completed by the City. The Commercial Application Fee Schedule has been adopted by the City Council on March 7, 2022 as Resolution 2022-05 Application Fee Schedule: Exhibit B.

TOTAL VALUE:	FEE CALCULATIONS:	PERMIT FEE TOTAL:

NOTICE:

All applications, fees, and plans are subject to review, verification, and approval by the City Planning, Building, Engineering, and Public Works Department as well as on occasion, third party agents. It will be the responsibility of the applicant and/or property owner to pay any additional fees associated with third party reviews for this project. The Site Development Plan Review process will not begin until all requirements are received. ALL PAYMENTS MADE TO THE CITY WILL BE NON-REFUNDABLE, NON-TRANSFERRABLE ONCE THE REVIEW PROCESS HAS STARTED. Please do **NOT** send payment until this application has been reviewed by the City.

SIGNATURES

APPLICANT (IF DIFFERENT THAN OWNER)

As the applicant, I certify that all City Ordinances, Standards, and Building Codes will be complied with and that the information 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: _____/_____/_____
APPLICANT PRINT NAME: _____	APPLICANT TITLE: _____

PROPERTY OWNER(S)

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 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 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.

Notary Public

(NOTARIAL SEAL)

Notary Public for the state of _____

Residing at _____

My Commission Expires _____

▼ OFFICE USE ONLY ▼

PLANNING DEPARTMENT

REVIEW DATE: ____/____/____

APPROVED BY: _____
Planner Signature

NOTES: _____

ENGINEERING DEPARTMENT

REVIEW DATE: ____/____/____

APPROVED BY: _____
City Engineer Signature

NOTES: _____

PUBLIC WORKS DEPARTMENT

REVIEW DATE: ____/____/____

APPROVED BY: _____
Public Works Superintendent Signature

NOTES: _____

PAYMENT:

INVOICE NUMBER: _____

DATE CREATED: ____/____/____ BY: _____

PAYMENT AMOUNT: \$ _____

CARD CASH CHECK # _____

PAYMENT DATE: ____/____/____

PROJECT #:

ISSUE DATE: ____/____/____ BY: _____

EXPIRATION DATE: ____/____/____

ENTERED: ____/____/____ BY: _____



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SITE DEVELOPMENT PLAN REVIEW CHECKLIST

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. This checklist is to accompany the Site Development Plan Application. The information detailed within the checklist is required to be submitted. Please complete the checklist within the "Applicant Checklist" column. For specific details regarding Site Development Plans, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXIX.*

PROJECT INFORMATION

PROJECT NAME:

PROJECT NUMBER:

PROPERTY LOCATION/ ADDRESS:

SITE DEVELOPMENT PLAN REVIEW CHECKLIST

PLAN REVIEW SUBMITTAL REQUIREMENTS

**APPLICANT
CHECKLIST**

**CITY STAFF
REVIEW**

GENERAL

Completed and signed Site Development Plan Application.

Pre-submittal meeting held

Payment for Site Development Plan Review Fee

Digital (.PDF) plan sets of non-reduced sheets (minimum scale 1" =50'). If more than one sheet is submitted, all sheets must be numbered, be of the same size, and include match lines along with an index.

Project summary information including, in detail, the character and intended use of the development activity.

Contact information for property owner(s), developer, engineer, surveyor, and architect must be stated either within the application or on the plans.

Plans are dated and shown on all sheets (original and all revisions)

Plans include all linear and angular dimensions. Linear measurements should be expressed in Feet and decimals of a Foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, and arc distance.

Site Development Plan shall be based on an exact plan of the property and drawn to scale of sufficient size as well as show all existing and proposed new conditions within the site.

EXISTING CONDITIONS

Plans must show the existing parcel boundary lines of the property with dimensions and area. (*original platted dimensions*)

Plans must include the location and description of all existing uses located within 300 Feet of the property including project boundaries and adjacent property owners.

PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
EXISTING CONDITIONS (continued)		
Plans must include and identify the location of any existing easements whether public or private.		
Dimensions of existing buildings/structures showing property line setbacks must be included.		
Existing topographical features, contour lines for slopes, and existing drainage patterns must be included on the plans.		
<p>Plans must also include any pre-existing features within the property. These features must be clearly distinguished with labels and dimensions. Existing features to be shown may include the following: (<i>but not limited to</i>)</p> <ul style="list-style-type: none"> • existing buildings/structures • driveways (<i>on-site with elevations and across adjacent public right-of-way</i>) • parking and loading for both on and off-site areas • outdoor storage areas • fire lanes • private sewage disposal systems • access to property and traffic flow • refuse collection areas • any other man-made features within the property 		
Plans must show dimensions and locations of all existing adjacent and on-site streets, (<i>with street names</i>) dedicated right-of-way width, pavement widths, curb and gutter locations, sidewalk widths, and curb ramps with or without detector panels.		
<p>The locations and sizes of all existing utilities, whether public or private, within the property and/or adjacent to the property must be shown. The following (<i>but not limited to</i>) utilities must be shown:</p> <ul style="list-style-type: none"> • light poles/street lights • water and sewer mains, service lines, connections, curb stops, valves, manholes, and hydrants (<i>with distances to building</i>) • storm water facilities including drains, inlets, and sidewalk trenches • electrical • cable • phone boxes 		
Plans must include existing boundaries of floodway, floodway fringe, 100-year floodplain, streams/rivers, and wetlands.		
PROPOSED CONDITIONS		
<p>Plans must show new and/or relocated utilities whether public or private within the property or adjacent to the property. The following (<i>but not limited to</i>) utilities must be shown:</p> <ul style="list-style-type: none"> • light poles/street lights • water and sewer mains, service lines, connections, curb stops, valves, manholes, and hydrants (<i>with distances to building</i>) • storm water facilities including drains, inlets, and sidewalk trenches • electrical • cable • phone boxes 		

PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
PROPOSED CONDITIONS (continued)		
Areas of demolition must be shown.		
Proposed street cuts as well as any street/land/sidewalk closures must be indicated.		
<p>Plans must show the following information for proposed new buildings or structures:</p> <ul style="list-style-type: none"> • new location • footprint • entrances • floor area • floor plan • height • number of stories • exact number of dwelling units • dwelling unit sizes • dwelling unit floor plans for each variety of unit • finish floor elevations • distance of building/structure from other existing buildings/structures • distance of new buildings/structures from property lines 		
<p>The following fire safety/rating features must be included:</p> <ul style="list-style-type: none"> • resistance of exterior walls • location and rating of fire walls • location of wall openings • indications of the use of automatic fire suppression systems • underground fire water lines must also be shown and include pipe size. 		
Cross access easements must be shown for property with frontage along Highway 23 or Highway 85 as well as minor arterial streets. Cross access easements shall be no less than 30 feet in width.		
Proposed driveways and proposed driveway closures, including distance from lot lines, width at sidewalk, and relationship to non-access control lines must be indicated. For rural roadway approaches, add the location and diameter of culverts as well as elevations for property line and at gutter flow line. Proposed driveways and approaches shall meet the requirements of Watford City Municipal Code of Ordinances Chapter II, Article 1.		
Proposed off-street parking areas including dimensions, elevations, setbacks, and number of spaces must be shown. A list number of parking spaces as well as calculations will need to be provided to show proof of City parking ordinance compliance.		
Proposed sidewalks and/or trails must be shown for both on-site and within adjacent right-of-way to include locations and width dimensions. Proposed crosswalk ramps at corner lots and elevations of the back edge of the sidewalk every 50 Feet will need to be shown.		
The location and height of proposed fencing and retaining walls must be shown.		

PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
PROPOSED CONDITIONS (continued)		
Proposed contour lines and labels should be shown at 1.0' increments for slopes.		
The location of refuse enclosures must be indicated. The material used for screening of the cans and/or dumpsters must be specified. In addition, the dimensions of the concrete pad (must be minimum 4"), screen height (must be 24" clear zone on all sides with no overhanging structures or vegetation), and dimensions of gates/doors (if any) must be shown. Note: if access to the dumpster(s)/can(s) is not directly accessible from public right-of-way, a damage claim waiver may be required to be signed before service pick-up can start. Specifications of the size and location will be verified by City Public Works Department.		
Proposed fire access features, including location of hydrants, location and dimension of fire lanes (minimum width of 20 feet required when any portion of an exterior wall of the first story of the building is located more than 150 feet from Fire Department access) and height of any overhead obstructions. If the building is greater than 30 feet in height, a fire lane minimum width of 26 feet is required. An approved turn-around for dead-ends greater than 150 feet in length is required. A 45' turning radius is needed for adequate clearance for turns. A minimum vertical clearance of 13' 6" is needed to accommodate vehicles. Where required, Fire Department access roads shall be installed prior to beginning construction. Access shall be approved and be an all-weather surface prior to and during construction. Documentation shall be provided for the timing of installation and maintenance throughout the project.		
If common facilities (such as recreation areas or structures, private streets, common/open space, etc.) are to be provided for the development, statements as to how common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, home owners associations, surety arrangements or other legal instruments providing adequate guarantees to the City that such common facilities will not become a future liability for the City.		
Site Design meets the requirements of the Corridor Overlay District, if applicable. Ordinance Chapter XV, Article XXII(A)		
LANDSCAPE PLAN <i>A landscape plan is required to be in place for new construction, addition/expansion, or change of use for any commercial, industrial, institutional, or multi-family (with 2+ units) projects. For specific details of landscape requirements, please refer to City of Watford City Municipal Code of Ordinances: Chapter XV.</i>		
Landscape plan must have North point and scale.		
Plans must show existing or proposed boundary lines and easements with dimensions and area.		
The location of existing and proposed driveways, parking areas, sidewalks, structures, utilities, or other features must be shown if affecting the landscaping of the site.		
The location, common name, scientific name, size, and quantity of all existing and proposed trees, shrubs, and any other vegetation intended to be use for landscaping or screening must be shown within the plan.		

PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
LANDSCAPE PLAN: Design Considerations		
Plans need to indicate the location and height of any proposed earthen berms, masonry fences, or any other features used for landscaping or buffering requirements.		
Landscape materials and structural items at driveway entrances cannot obstruct visibility for vehicle entering or exiting parking lot.		
Landscape materials and structural items placed within the sight triangle of a corner lot shall not have a height of more than 3 feet above the curb level during all stages of plant growth. Deciduous trees may be planted within the sight triangle provided they are not an obstruction of vision between 3 and 10 feet above the curb level.		
Trees or shrubs shall not be planted under utility lines when their ultimate height may interfere with the lowest lines		
Landscape areas shall be of adequate size to promote proper plant growth and to protect plantings from pedestrian traffic, vehicle traffic, and other types of concentrated activity.		
Landscape areas and plantings shall be located in a manner to allow adequate room for property maintenance, utilizing a variety of tree and shrub species (native species) to provide year-round visual interest.		
Indicate street frontage in linear feet: North _____ East _____ South _____ West _____		
Indicate the quantity of required street trees: <i>(Landscape Ordinance: Section 3, Subsection 6.2 a-d)</i> North _____ East _____ South _____ West _____		
Indicate the quantity of required trees/shrubs: <i>(Landscape Ordinance: Section 3, Subsection 6.2 a-d)</i> North _____ East _____ South _____ West _____		
Indicate the quantity of required buffering/screening: <i>(Landscape Ordinance: Section 3, Sub 7 1-6)</i> North _____ East _____ South _____ West _____		
Total required open space area: _____ SQ.FT.		
Final slopes greater than 3:1 ratio, including slopes on earthen berms, will not be permitted without special approval or treatments such as special seed mixtures or reforestation, terracing or retaining walls.		
Building/ Parking lot perimeter: 50% of total building perimeter facing public street shall be sodded/seeded and landscaped with approved ground cover, shrubbery, and trees in an area no less than 6 feet in width.		

PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
LANDSCAPE PLAN: Design Considerations (continued)		
No more than 20% of the minimum required landscaping may consist of non-plant materials such as decorative rock, gravel, stones, bark chips, mulch, or other inorganic or non-live material.		
LANDSCAPE PLAN: Interior Parking Lot Considerations		
All parking lots shall have at least ten percent 10% landscape coverage.		
Live plant material shall be evenly dispersed throughout the parking area.		
At least 1 shade tree and 3 shrubs shall be provided for every 20 parking spaces, or fraction thereof within the off-street parking area. 1 shade tree may be substituted for 3 shrubs but shrubs may not be substituted for shade trees.		
All parking lots containing 50 or more off-street parking spaces shall provide interior landscape areas within the parking lot. Such landscape areas shall be provided at the rate of 10 square feet per parking spaces and shall be no less than 100 Sq.Ft. (10' x 10') and constructed with "poured-in-place" concrete curbing to minimize damage to plant materials. The City Planner may waive the "poured-in-place" concrete curbing requirement for landscape beds intended to function as rain gardens, storm infiltration areas, or storm water detention facilities. For parking lots with 100-400 parking spaces, at least 50% of the landscape areas shall be no less than 600 Sq.Ft. in area with a minimum width dimension of 10 feet.		
LANDSCAPE PLAN: Addition/Expansion Considerations		
For a one-time building/site addition or expansion with 25% or less of the existing floor or site area, the project does not have to comply with the standards of the Landscape Ordinance.		
Building/site additions or expansions over 25% of the existing floor or site area shall require increases to green spaces and landscaping on site.		
Must follow priority landscape area requirements.		
LANDSCAPE PLAN: Cost Considerations		
A cost estimate prepared by a landscape architect, landscape designer, landscape contractor, or civil engineer must be submitted.		
The amount named within the cost estimate should be in a sufficient amount to guarantee the installation of all required landscaping materials and labor costs.		
Landscaping Cost Estimate: \$_____		
A performance bond in the amount sufficient to guarantee the installation of landscaping as according to the landscaping plan. The amount of the bond shall be equal to the cost estimate required in Section 14, Subsection 2 of the Landscaping Ordinance plus 10%.		

PLAN REVIEW SUBMITTAL REQUIREMENTS	APPLICANT CHECKLIST	CITY STAFF REVIEW
LANDSCAPE PLAN: Cost Considerations (continued)		
Performance Bond Amount: \$ _____		
FLOODPLAIN DEVELOPMENT REQUIREMENTS		
<p>A separate Floodplain Development Permit Application will be required to be submitted if the project falls within the following criteria:</p> <ul style="list-style-type: none"> • An intermittent or perennial stream as shown on the USGS Quadrangle Map is located within 750 feet of the site. • The site is located west of County Road 35 and below elevation 2100. • FEMA Floodplain (detailed study) is located within the site limits. • FEMA A Zone floodplain is located within 750 feet of the site. 		
<p>If any of the above-mentioned criteria pertain the site, a Floodplain Development Permit Application must be submitted along with a hydrologic and hydraulic study. In lieu of a study, the applicant may submit a written narrative justifying why a study is not needed. This narrative will only be accepted per the City's discretion.</p>		
EROSION CONTROL REQUIREMENTS		
<p>A separate Erosion Control Application will be required to be submitted if the project creates an area of disturbance greater than 1 acre (43,560 Sq.Ft.)</p> <p>Disturbance can be defined as any land alterations that may result in soil erosion, sedimentation, or change in runoff including, but not limited to, removal of ground cover, grading, excavating and filling of land. Activities directly related to general agricultural tilling are not included.</p>		
Total disturbance area: _____ Sq.Ft. and/or Acres		
STORMWATER MANAGEMENT REQUIREMENTS		
<p>A separate Storm Water Management Application must be submitted if the project will create more than 20,000 Sq.Ft. of impervious area. Impervious areas may include, but are not limited to, pavement, rooftops, sidewalks, driveways, and gravel services.</p>		
Total impervious area: _____ Sq.Ft.		
ENGINEERING & PUBLIC WORKS REQUIREMENTS		
<p>A grading plan must be submitted to show existing and proposed contours as well as spot elevations to check proposed contours. The grading plan needs to be stamped and signed by a licensed North Dakota Professional Engineer.</p>		
<p>A geotechnical study is required for pavement design for public infrastructure improvements or as deemed necessary by the City Engineer or Building Inspector. See Chapter XV, Article XXII, Section 12 for more information regarding geotechnical studies.</p>		

ENGINEERING & PUBLIC WORKS REQUIREMENTS (continued)

Drainage and flow grades must be shown. This may include the following as applicable to the site:

- Driveway flow grades either through culvert or low water crossing.
- Spot elevations and drainage off property to right-of-way (ROW).
- Grades of flow line along property ROW for 100' beyond.
- Down spouts and flow path for buildings/structures.
- Valley gutters must be shown if connecting.

Final designs need to include site specific details. If designs reference Watford City details, include specific callouts with detail number and material list as found within "Watford City Standards".

Plans showing paving, roadways, and utilities: water, sanitary sewer, and storm sewer must be submitted along with profiles for each. Locations and elevations must also be indicated.

An Engineers Bond Estimate form must be provided for on and off-site improvements. The City has a Bond Estimate template available for use.

Site plan must show traffic average daily trips (ADT). For ADTs over 100, a Traffic Impact Analysis may be required. The City Engineer shall be consulted prior to initiation of the Traffic Impact Analysis. See Chapter XV, Article XXII, Section 12 for more information regarding Traffic Impact Analysis.

Encroachments to roadways must be shown including all driveway radii. Proposed driveways and approaches shall meet the requirements of Watford City Municipal Code of Ordinances Chapter II, Article 1.

Structural plans must be signed and stamped by a licensed North Dakota Professional Engineer.

Parking spots shall not allow for backing into right-of-way areas.