



# CITY OF POWERS LAKE DEVELOPMENT APPLICATION

**Application submitted for (check all that apply):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Preliminary Plat    | <input type="checkbox"/> Final Plat                | <input type="checkbox"/> Plat Vacation  |
| <input type="checkbox"/> Annexation          | <input type="checkbox"/> Zoning Change             | <input type="checkbox"/> Variance <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Lot Modification    | <input type="checkbox"/> Future Land Use Amendment | <input type="checkbox"/> Plat Modification                                    |
| <input type="checkbox"/> Lot Line Adjustment |  | <input type="checkbox"/> Street/Alley Vacation                                |
| <input type="checkbox"/> Lot Split           |  | <input type="checkbox"/> Non-access Line Vacation                             |
| <input type="checkbox"/> Lot Combination     |  | <input type="checkbox"/> Easement Release                                     |

<b>PROPERTY INFORMATION:</b>		
Name of plat:		
Section:	Township:	Range:
Legal description of property (lot, block, addition):		
Street address of property:		
Existing Zoning:	Proposed zoning:	
Acreage:	Number of lots:	
Brief description of development proposal, including reason(s) for the request:		
<b>APPLICANT/DEVELOPER:</b>		
Name:		Mailing address:
Daytime telephone number:	FAX number:	E-mail address:
<b>PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):</b>		
Name:		Mailing address:
Daytime telephone number:	FAX number:	E-mail address:
<b>CONTACT PERSON/AGENT:</b>		
Name/Firm:		Mailing address:
Daytime telephone number:	FAX number:	E-mail address:

**NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS HAVE BEEN RECEIVED**  
*Legal Descriptions are required*

Preliminary Plat approval is valid for a period of twelve months. If the Final Plat is not submitted within 12 months, the Preliminary Plat must be re-submitted for approval.

This application is filed complete with the required information as outlined in the attached submission checklist. If a subdivision plat application: because of scheduling and calendar considerations, your subdivision plat may not be finally approved within 30 days as per NDCC (Chapter 40-48-21). I hereby waive said requirements in return for expeditious consideration of my application by the City. I understand the regulations of the Powers Lake Zoning Ordinance as they pertain to this request(s). I certify that all property owners have signed or ratified this application. I hereby request favorable consideration of the above described development application.

\_\_\_\_\_  
(Applicant's Signature) (Date)

\_\_\_\_\_  
(Owner's Signature, if different) (Date)

\_\_\_\_\_  
(Additional Owner's Signature, if applicable) (Date)

**Submission Deadlines:**

The Planning and Zoning Board meet on the third Thursday of each month @ 7:00 pm.

The Powers Lake City Council meets on the first Monday of each month @ 7:00 pm.

All applications are due 2 weeks before a proposed Planning & Zoning Meeting for adequate notice publication.

**All meeting schedules are subject to change.**

Further information may be required.

## CITY SUBMISSION CHECKLIST

### Future Land Use Amendment (Comprehensive Master Plan Change)

- Written justification for Future Land Use Change
- Map of proposed subdivision and proposed modification of future land use classifications, drawn to scale (no larger than 11" X 17"), with dimensions and a scale bar including:
  - Property access locations
  - Internal right-of-ways
  - Building footprints (area,GFA) with specific use

### Zoning Change/Subdivision Application

- Description of zoning change by legal description
- Preliminary Plat
- Preliminary storm water management plan
- Preliminary water service & sanitary sewer facilities

### Preliminary Plat

- Print of plat, including:
  - 8½" x 11" reduction of plat emailed to [cityofpowerslake@nccray.net](mailto:cityofpowerslake@nccray.net)
- Digital copy of plat
- Area concept development plan
- Preliminary storm water management plan
- Preliminary water service & sanitary sewer facilities
- Identification of undevelopable land, if any
- Written justification for use of cul-de-sacs, if applicable
- Written justification for use of private roadways, if applicable

### Final Plat

- Print of plat, including all items listed in final plat checklist
- Final & minor plat checklist, completed by applicant
- 8½" x 11" reduction of plat emailed to [cityofpowerslake@nccray.net](mailto:cityofpowerslake@nccray.net)
- Digital copy of plat. Once plat is recorded submit 2 mylar copies and 3 paper copies along with a PDF of the plat.
- Storm water management plan
- Water service & sanitary sewer facilities

### Plat Vacation

- Map of property to be vacated
- Legal description of property to be vacated

### Annexation/Detachment

- Map of property to be annexed/detached
- Description of exact location and area of annexation/detachment

### Special Use

- Print of site plan, at 1"=20' or larger scale
- 8½" x 11" reduction of site plan emailed to [cityofpowerslake@nccray.net](mailto:cityofpowerslake@nccray.net)
- Photograph of building (moving building only)
- Building inspection report (moving building only)

## CITY SUBMISSION CHECKLIST

### Variance

Print of site plan, drawn to scale (no larger than 11" x 17"), with dimensions  
Elevations of proposed structure (s), if required  
Written statement of hardship

### Lot Modification/Rural Lot Split

Sketch of survey or description sketch of how parcel is to be modified, including a scale bar stamped & signed by a Registered Land Surveyor if lot split or lot line adjustment  
Legal description of lot(s), both existing & proposed with square footage – stamped & signed by a Registered Land Surveyor, if lot split or lot line adjustment

### Plat Modification

Sketch of survey showing location of request  
Letters of consent from utilities (street/alley vacation & easement release)  
Description of exact location and area of annexation/detachment