

# PLANNING AND ZONING APPLICATION CITY OF HORACE

Please complete the form and send with the required documents to:

Horace City Hall, ATTN: Planning  
P.O. Box 99, Horace, ND 58047-0099

<input type="checkbox"/>	Administrative Review (Staff, P&Z, City Council)
<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"/>	Retracement 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 Amending (Ord)

FEE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

**Briefly describe the reasons for request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

**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 Subdivisions**  
**City of Horace, 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 Commission or City Council.

- 1. Pre-application conference with Planning Office.
- 2. Application fee paid.
- 3. Application completed and submitted 2 1/2 weeks prior to the public hearing.
- 4. Legal title opinion submitted with abstract entries for mortgages and easements.
- 5. Land dedication or fees in lieu of required? Contact Planning Office for guidance.
- 6. Area sketch plan submitted (2 full size copies and 1 reduced 11"x17" copy).\*
- 7. Site plan submitted (3 full size copies and 1 reduced 11"x17" copy).
- 8. Preliminary Plat submitted (10 full size copies & 1 reduced 11"x17" copy).\*

**The above steps must be completed prior to the public hearing.**

- 9. Public hearing held by Planning Commission.
- 10. Drainage plan.
- 11. Complied with conditions as set forth by Planning Commission.
- 12. Mailbox plan.
- 13. Developer's Agreement.
- 14. Certification showing specials and/or taxes are current.
- 15. A Vacation of Plat submitted, if required. See attached.
- 16. Required signatures obtained on mylar print of final plat.
- 17. Legal Title Opinion submitted showing current ownership.
- 18. Final plat submitted (2 full size paper copies & 1 reduced 11"x17" paper copy).
- 19. City Council review.
- 20. Subdivision Improvement Agreement.
- 21. Meeting with Park District.
- 22. Park Dedication Agreement.
- 23. Final plat filed (1 mylar original, 2 mylar copies, 10 full size paper copies, 1 reduced 11"x17" paper copy, & 1 digital copy submitted).

\*If required, all plans and plats must contain the requirements as specified within the Subdivision Regulations in order for the plan or plat to be approved.

For specific design information required of lots, blocks, streets, or other items, please consult the Subdivision Regulations.

Approximate time for approval: four to twelve weeks

**Preliminary Plat Requirements**  
**City of Horace, North Dakota**

- 1. Shall be drawn by a registered land surveyor at a minimum scale of 1" = 100'.
- 2. Ten (10) copies of preliminary plat submitted by City Planning Office.
- 3. Proposed name of subdivision and legal description of land covered by the plat.
- 4. Date of preparation, scale, north point, name of subdivider and name of preparer.
- 5. Boundary lines of subdivision to include bearings and distances.
- 6. The names and adjacent lines of any adjoining platted lands shall be dotted on the plat together with the names of adjoining streets.
- 7. The location, width, and names of existing streets, alleys, or private roadways.
- 8. The location, width, and names of proposed streets or private roadways.
- 9. Approximate radii of all curves and lengths of tangents.
- 10. The purpose and width of any easement.
- 11. The length and width of all lots and block together with the progressive numbering of said lots and blocks.
- 12. The mean sea level elevation shall be shown as numerical figures should any portion of the plat lie within designated 100-year floodplain.
- 13. The location, dimension and area of all property proposed to be set aside as a requirement of public land dedication.

The following information shall be submitted separately from the Preliminary Plat. The City Planning Office may waive any one of these requirements when applicable.

- 14. The grading and drainage plan for all streets and lots. These plans shall be submitted to the City Engineer for approval prior to Preliminary Plat review.
- 15. Two copies of any existing or proposed restrictive covenants.

NOTE: The lack of information under any items specified or erroneous information supplied by the applicant, shall be cause for disapproval of the Preliminary Plat.

**Final Plat Requirements**  
**City of Horace, North Dakota**

- 1. Shall be drawn by a registered land surveyor on a mylar print at a minimum scale of 1" = 100 feet. Two mylar copies and a digital copy in .PDF format shall also be submitted.
- 2. The original mylar print, mylar copies, digital copy, and ten (10) paper copies shall be submitted to the City Planning Office.
- 3. The name and legal description of the land covered by the plat.
- 4. Date of preparation, scale, and north point.
- 5. Name and signature of all owners of the land covered by the plat.
- 6. Name and signature of the registered land surveyor.
- 7. Other endorsements shall include signature spaces for the City Engineer, Planning and Zoning Commission Chairman, City Attorney, and the Mayor and the City Auditor. All signatures shall be notarized.
- 8. an accurate description of the property described in metes and bounds as shown on the preliminary plat.
- 9. Notations for all monuments.
- 10. 100-year flood elevation, when applicable.
- 11. Exact boundary lines of subdivision to include bearings and distances.
- 12. The names and adjacent lines of any adjoining platted lands shall be dotted on the plat together with the names of adjoining streets.
- 13. Location, purpose, and exact width of all easements.
- 14. The exact length of all lots and blocks, together with the progressive numbering of said lots and blocks.
- 15. The names and exact right-of-way widths of existing proposed streets, alleys, or private roadways.

**Area Sketch Plan Requirements**  
**City of Horace, North Dakota**

For all major subdivision requests, an area sketch plan shall be submitted by the applicant to the City Planning Office prior to Preliminary Plat preparation. The plan shall be of appropriate scale necessary to cover sufficient adjoining territory to indicate clearly significant features that will have a bearing upon the future development of the subdivision. The plan shall be an ink sketch, drawn to approximate scale and shall include the following minimum specifications:

- 1. Name of applicant; name of subdivision.
- 2. North point, approximate scale and date.
- 3. Name and patterns of proposed streets.
- 4. Proposed boundary lines for subdivision.
- 5. Written description of land uses within proposed subdivision.
- 6. Approximate area of tract to be subdivided.
- 7. Approximate location and size of public land dedication, if any.
- 8. Surrounding land areas to include name and configurations of adjacent subdivisions, existing street names, patterns and other significant land features, such as: highways, schools, parks, rivers or drains.
- 9. Where the subdivider owns property or has option to buy property adjacent to that which is being proposed for subdivision, the general written planned land uses so as to show the possible relationship between the proposed subdivision and the future subdivision.
- 10. Two (2) copies submitted to the City Planning Office on paper not less than 11"x17" in size.

**Site Plan Requirements**  
**City of Horace, North Dakota**

- 1. Name of applicant; name of subdivision.
- 2. Shall be drawn in ink at a scale of 1" = 100'.
- 3. North point and date.
- 4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
- 5. Existing and proposed street names to include street right-of-way widths.
- 6. Means on ingress and egress to lots.
- 7. Existing and proposed building on each lot to include all yard setback distances.
- 8. Approximate square footage of each building.
- 9. Existing and proposed berm/landscaping/screening locations.
- 10. Existing and proposed location of sidewalks, if any.
- 11. Provision for off-street parking, snow storage and garbage removal.
- 12. Three (3) copies submitted to City Planning Office on paper not less than 11"x17" in size.
- 13. Proposed fence locations, if applicable.
- 14. Any other information which will explain or support your request.