

CITY OF LINCOLN
 ENGINEERING DIVISION (701) 354-7121
engineering@cityoflincolnnd.com
 74 SANTEE ROAD
 LINCOLN, ND 58504
 PHONE: (701) 258-7969



**CITY OF LINCOLN
 RESIDENTIAL LOT DEVELOPMENT APPLICATION**

Electrical Inspections are to be done by the **State of North Dakota Board of Inspections** (701) 328-9522. For all other inspections contact Burleigh County at (701) 221-3727.

City

ETA

Section 1: Property Information

DATE SUBMITTED: _____

Street Address of Property:		
Name of Plat:		
Section:	Township:	Range:
Legal Description of Property (lot, block, addition):		Lot Coverage Percentage:
Current Zoning:	Occupancy Classification:	Type of Construction:
Lot Acreage:	1 st Floor SQ. FT.	2 nd Floor SQ. FT.
Basement SQ. FT. Basement: Finished or Unfinished	Garage SQ.FT.	Total SQ FT.
Side yard Setback:	Front yard Setback:	Rear yard Setback:

* FLOOR PLANS REQUIRED *

Section 2: Property Owner and Applicant Information

APPLICANT/DEVELOPER:	
Address:	City/State/Zip:
E-mail:	Phone:
PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):	
Address:	City/State/Zip:
E-mail:	Phone:
CONTACT PERSON/AGENT:	
Address:	City/State/Zip:
E-mail:	Phone:
SURVEYOR OF RECORD:	
Name/Firm:	Mailing Address:
E-mail:	Phone:

Section 3: Energy Compliance Certificate (must be completed by builder)

--	--	--

LOCATION**TYPE OF INSULATION****INSTALLED R-VALUE**

Roof/Ceiling

Walls

Slab-on-Grade

Floor

Rim Joist

Foundation Wall

NOTE: ALL APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS HAVE BEEN RECEIVED. THE APPLICATION REVIEW PROCESS WILL NOT BEGIN UNTIL ALL ITEMS ARE SUBMITTED.

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:

Section 4: Lot Exhibit Document Requirements

	APPLICANT'S CHECKLIST	CITY STAFF CHECKLIST
One (1) 8½" x 11" <i>Lot Exhibit</i> prepared and sealed by a Registered Professional Land Surveyor	<input type="checkbox"/>	<input type="checkbox"/>
Project Summary Information (must be the same as the application form):	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, and telephone number of owner/developer		
Legal description of property – lot, block, and addition		
Address of property		
Lot zoning		
Lot and block number		
Lot area and dimensions		
Name, address, and telephone number of surveyor	<input type="checkbox"/>	<input type="checkbox"/>
North direction indicator, graphic and numeric scale (engineer's scale preferred)	<input type="checkbox"/>	<input type="checkbox"/>
Date shown on all sheets (original and revisions)	<input type="checkbox"/>	<input type="checkbox"/>
Parcel boundary lines of the property with dimensions and area (platted dimensions, setbacks, and found property corners)	<input type="checkbox"/>	<input type="checkbox"/>
All dimensions, both linear and angular, include dimensions of immediately adjacent lots. Linear measurements in feet and decimals of a foot. Angular land measurements expressed by bearings. Curved land measurements defined by radius, central angle, and arc distances	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building footprint, driveway, and sidewalk (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Section 4 (continued): Lot Exhibit Document Requirements		
Show above ground utilities (fire hydrants, above ground power lines)	<input type="checkbox"/>	<input type="checkbox"/>

Call out proposed erosion control measures and graphically illustrate on exhibit	<input type="checkbox"/>	<input type="checkbox"/>
Accurate drainage flow directions and contour lines with annotation	<input type="checkbox"/>	<input type="checkbox"/>
Reference pertinent sections from Stormwater Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Back of curb elevation, and FFE (minimum 12 inches above back of curb)	<input type="checkbox"/>	<input type="checkbox"/>
Flood plain and floodway boundaries (88 datum)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed drainfield and septic tank location (ETA)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lot Exhibit</i> review fee of \$100.00	<input type="checkbox"/>	<input type="checkbox"/>

This application must be completed in full, must be accompanied by all information, required documents, and fees to complete the development application.

Note: Applications are not complete until all required submittals have been received. Review of the development application will not begin until all required items are submitted.

An application shall be determined complete or a written notice of application deficiencies shall be mailed to the applicant. Lincoln City Ordinance Section 9-05-02, the Engineer reserves the right to complete the application review within thirty days (30) of the submission of a complete application. Failure to gain approval after the second review period shall require the applicant to re-submit all required forms as well as a fee of \$100.00.

This application is filed complete with the required information as outlined in the attached submission checklist. I understand the regulations of the Lincoln Zoning Ordinance as they pertain to this request. 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)

(Surveyor of Record Signature, if different)

(Date)