



**CITY OF LINCOLN
 DEVELOPMENT APPLICATION & CHECKLIST**

Section 1: Application Type (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Sketch Plat | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Plat Vacation |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Plat Modification |
| <input type="checkbox"/> Lot Modification | <input type="checkbox"/> PUD Zoning Change /
PUD Amendment | <input type="checkbox"/> Minor Plat |

Section 2: Requirement Information

Description of Proposal:		
Property Address or Location:		
Name of Plat:		
Section:	Township:	Range
Legal Description of Property (lot, block, addition):		
Present Zoning:	Requested Zoning:	
Acreage:	Number of Lots:	
<input type="checkbox"/> Check this box if a separate narrative is attached <input type="checkbox"/> Check this box if a deed is attached		

Section 3: Property Owner and Applicant Information

APPLICANT/DEVELOPER:	
Address:	City/State/Zip:
Email:	Phone:
Signature:	Date:
PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):	
Address:	City/State/Zip:
Email:	Phone:
Signature:	Date:

This application must be completed in full and must be accompanied by all information and plans required by the applicable Lincoln City Ordinance provisions. Before filling out this application, refer to the appropriate checklists and coordinate with the Engineering Department to determine the specific design requirements, ordinances, applications, and applicable procedural requirements and fees.

Note: Applications are not complete until all required submittals have been received.

Staff will determine the completeness of this application and development proposal within ten (10) business days of the application of submittal. A written notice of application deficiencies shall be mailed to the applicant.

Submission Deadlines:

The undersigned agrees that this application is filed complete with the required information in the attached submission checklist. The undersigned further agrees to waive the requirement for expeditious consideration of this application by the City within thirty (30) days as required under Section 40-48-21, N.D.C.C.

The undersigned understands the Lincoln City Ordinances and regulations as they pertain to this request(s) and certifies that all property owners have signed or ratified this application.

(Applicant's Signature)

(Date)

(Owner's Signature, if different)

(Date)

(Additional Owner's Signature, if applicable)

(Date)

The below check list depicts the number of copies, type of document, waivers, verification and fees that must accompany the *Development Application*. Failure to include all the required information may delay the request of the applicant.

Section 4: Checklist

APPLYING FOR (check all that apply)		Applicant's Checklist	City Staff Checklist
<input type="checkbox"/> Sketch Plat	Required pre-application meeting date with Engineering Department minimum of 10 calendar days before next Planning and Zoning meeting.	Date _____	<input type="checkbox"/>
	(1) 11" x 17" reduction of plat, including all items listed in Sketch Plat Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	PDF copy of sketch plat e-mailed to engineering@cityoflincolnnd.com	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Preliminary Plat	Planning and Zoning Commission approval date of concept plan	Date _____	<input type="checkbox"/>
	(1) 11" x 17" reduction of plat, including all items listed in Preliminary Plat Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Preliminary plat checklist, completed by applicant	<input type="checkbox"/>	<input type="checkbox"/>
	8½" x 11" reduction of plat and digital copies of plat (PDF) emailed to engineering@cityoflincolnnd.com	<input type="checkbox"/>	<input type="checkbox"/>
	Area concept development plan for entire parent property and adjacent parcels if same owner	<input type="checkbox"/>	<input type="checkbox"/>
	South Central Regional Water District service request, if required (1 mile ETA)	<input type="checkbox"/>	<input type="checkbox"/>
	(1) copy and PDF file of preliminary stormwater management plan emailed to engineering@cityoflincolnnd.com	<input type="checkbox"/>	<input type="checkbox"/>
	(1) full size copy of plat to be presented at Planning and Zoning Commission meeting	<input type="checkbox"/>	<input type="checkbox"/>
	Identification of undevelopable land, if any	<input type="checkbox"/>	<input type="checkbox"/>
	Written justification for use of cul-de-sacs, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
	Written justification for use of private roadways, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
	Statement of intent to provide neighborhood parks and open space	<input type="checkbox"/>	<input type="checkbox"/>
Fee of \$500.00	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Final/Minor Plat	Planning and Zoning Commission approval of Preliminary Plat	Date _____	<input type="checkbox"/>
	(1) 11" x 17" reduction of plat, including all items listed in Final/Minor Plat Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Final/Minor plat checklist, completed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>
	(1) full size copy, (1) 8½" x 11" reduction of plat, and digital copies of plat (both PDF and .dwg) emailed to engineering@cityoflincolnnd.com	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of a current title insurance policy or a current attorney's opinion of ownership; including all easement owners running to the benefit of the City of Lincoln	<input type="checkbox"/>	<input type="checkbox"/>
	Preliminary road sections and grades for collector and arterial roads	<input type="checkbox"/>	<input type="checkbox"/>
Master plans for future extension of municipal water and sewer	<input type="checkbox"/>	<input type="checkbox"/>	

Final/Minor Plat Cont'd	Plat note on rural water services lines installed to City standards	<input type="checkbox"/>	<input type="checkbox"/>
	Written acceptance by the Park District of undevelopable land, if any	<input type="checkbox"/>	<input type="checkbox"/>
	1 copy and PDF file of stormwater management plan with review and permit fee of \$550.00 as per Ordinance 10-02-03	<input type="checkbox"/>	<input type="checkbox"/>
	Approved agreement by Parks District and developer to provide neighborhood parks and open space	<input type="checkbox"/>	<input type="checkbox"/>
	Mylar, 8½" x 11" reduction of plat, and digital copies of plat (both PDF and .dwg) upon approval of the Engineer	<input type="checkbox"/>	<input type="checkbox"/>
	Final Plat Fee of \$500.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plat Vacation	Map of property to be vacated	<input type="checkbox"/>	<input type="checkbox"/>
	Legal description of property to be vacated	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$400.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Annexation / Detachment	Map of property to be annexed/detached	<input type="checkbox"/>	<input type="checkbox"/>
	Legal description of property to be annexed/detached	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$300.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Zoning Change	Map of property to be re-zoned	<input type="checkbox"/>	<input type="checkbox"/>
	Description of zoning change by legal description	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$500.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PUD Zoning Change/Amendment	Written Statement	<input type="checkbox"/>	<input type="checkbox"/>
	8½" x 11" reduction of site plan e-mailed to engineering@cityoflincolnnd.com	<input type="checkbox"/>	<input type="checkbox"/>
	(1) One print of site plan, at 1" = 100' or larger scale	<input type="checkbox"/>	<input type="checkbox"/>
	Architectural drawings	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$650.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Special Use Permit	(3) Three prints of site plan, at 1" = 50' or larger scale	<input type="checkbox"/>	<input type="checkbox"/>
	8½" x 11" reduction of site plan e-mailed to City Engineering Department	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$50.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Variance	11 x 17 site plan drawn to scale	<input type="checkbox"/>	<input type="checkbox"/>
	Variance Application, completed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>
	Written statement of hardship	<input type="checkbox"/>	<input type="checkbox"/>
	Copy of application denied by Building Official or Planning and Zoning	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$50.00	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Rural Lot Modification (RR1 or RR5 only)	Lot exhibit showing proposed modification stamped and signed by a registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>
	Legal description of lot(s), both existing and proposed, stamped and sealed by a registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$250.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lot Modification	Lot exhibit showing proposed modification stamped and signed by a registered surveyor if lot split or lot line adjustment (not required for lot combination)	<input type="checkbox"/>	<input type="checkbox"/>
	Legal description of lot(s), both existing and proposed, stamped and sealed by a registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$25.00 (per new lot for splits, per old lot for combination)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plat Modification (street, alley, non-access line, vacation or easement release)	Fee of \$200.00 (street/alley vacation)	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$150.00 (non-access line vacation)	<input type="checkbox"/>	<input type="checkbox"/>
	Fee of \$100.00 (easement release)	<input type="checkbox"/>	<input type="checkbox"/>
	Sketch of survey showing location of request	<input type="checkbox"/>	<input type="checkbox"/>
	Letter of consent from utilities (street/alley vacation & easement release)	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary and Final Plat, and PUD Zone Change/Amendment

A pre-application meeting will be held with the city engineer, a City Council representative, and a representative from Planning and Zoning prior to any City Planning and Zoning, Board of Adjustment and City Council meetings. Applicants shall submit a sketch plat by 12:00 p.m. noon, ten (10) calendar days prior to the first Planning and Zoning meeting. The applicant shall submit a preliminary plat by 12:00 p.m. noon, twenty-one (21) calendar days prior to the second Planning and Zoning meeting and request a public hearing at this time. The final plat shall be submitted by 12:00 p.m. noon, twenty-one (21) calendar days prior to the third Planning Commission meeting. The third meeting will serve as the public hearing. Approved applications will then be forwarded to the City Council for final approval.

Parcel of Record Plat, Plat Vacation, Annexation/Detachment and Zoning Change

Applications are due by 12:00 p.m. noon, twenty-one (21) calendar days prior to the Planning and Zoning meeting. A call for public hearing will occur at the first meeting. Applicants shall submit changes to the application by 12:00 p.m. noon, twenty-one (21) calendar days prior to the second Planning and Zoning meeting. Approved applications will be forwarded to the City Council for final approval.

Variances

All development applications for variances are due at 12:00 p.m. noon, ten (10) calendar days prior to the Board of Adjustment meeting.

Special Use Permits

All special use permits are due at 12:00 p.m. noon, ten (10) calendar days prior to the Planning and Zoning meeting.

Lot Modification and Plat Modification

Development applications for lot modifications and plat modifications are processed administratively and may be submitted at any time.

VERIFICATION FOR PLAT MODIFICATION REQUESTS

The oath of at least one petitioner is required for plat modification request only
(vacation of a street/alley, vacation of non-access line, or release of easement)

STATE OF NORTH DAKOTA)
)SS
COUNTY OF BURLEIGH)

On this _____ day of _____, 20____, before me, a notary public in and for said county and state, appeared _____, known to be personally to be the same person described in and whom executed the above instrument, and severally acknowledged that he/she executed the same.

Notary Public
Burleigh County, State of North Dakota
My commission Expires:_____