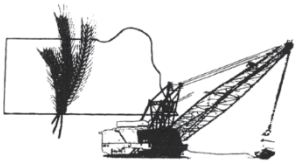

OLIVER COUNTY

Courthouse -115 W Main-PO Box 188
Center, North Dakota 58530-0188
Office: 701-794-8721

Permit Applicant,

When submitting your Building Permit application, please note the following is required for submission per the Oliver County Planning & Zoning Ordinance:

- A plat, drawn to scale, showing the name of the applicant
- Actual dimension of the lot to be built upon
- Size, shape and location of any structures to be erected
- Any other information the Planning Commission deems necessary for the enforcement of the Ordinance.

When submitting your Conditional Use Permit application, please note the following is **required for submission** per the Oliver County Planning & Zoning Ordinance, when applicable. Please note that in the instance of residential applications, some of these items do not necessarily pertain, so please address that in the comments section of your application.

- Name and address of applicant, with signature of the applicant.
- Date of application.
- Description of the site and its relationship to the surrounding area.
- Preliminary map showing boundary lines and location of structures to be developed on the site.
- Topographic map in five (5) foot contours of the site. https://www.topozone.com/north-dakota/oliver-nd/
- General soils of the site.
- Location of existing utilities and/or proposed utility extensions.
- Parking plan showing off-street parking areas and/or loading areas.
- A timing schedule indicating the anticipated starting and completion dates of the development.
- Names and addresses of adjacent property owners.
- Any reasonable information the Planning Commission deems necessary.
- Building Permit
- Application Fees, which can be found on the permit application.

Please note, for all conditional use permits, a public hearing will be held, in which the applicant MUST be present. If the applicant is not present, the application will be tabled until the next Planning & Zoning meeting. A two-week notice published prior to the hearing in the local paper is required. This will be coordinated by the Planning & Zoning Department and the fee will be assessed to the applicant.

If you have any questions, please do not hesitate to contact the Planning & Zoning Department, located at the Oliver County Courthouse.

OLIVER COUNTY APPLICATION FOR BUILDING & ZONING

Planning & Zoning Board **Application # _____**

115 W Main St | PO Box 188 | Center, ND 58530 **DATE ISSUED: _____ EXPIRES: _____**

INSTRUCTIONS

1. Complete entire form.
2. Include all necessary drawings in the space provided and attach any house plans, surveys, etc. of the property to the application.
3. Return completed **application and fees** to the Planning & Zoning Department before the upcoming zoning meeting.

TOTAL $_____

PAID RECEIPT # _____

PAYMENT IS REQUIRED AT TIME OF APPLICATION. PLEASE MAKE CHECK PAYABLE TO OLIVER COUNTY

CERTIFICATE FEES (CHECK ALL THAT APPLY):

Building Permits:

☐ $25 .....Residential Less than 500 sq ft
☐ $50 .....Residential 501 sq ft -1000 sq ft
☐ $100 .....Residential 1001 sq ft and over
☐ $100 .....Agricultural
☐ $100 .....Commercial

Other Zoning Permits:

☐ $200 ..... Temporary Use Permit
☐ $200 ..... Variance

A variance is needed if the building proposal does not meet the ordinance requirements and cannot reasonably be changed to meet standards.

Conditional Use Permits (*Use of lands or structures which are not considered a desired use of lands or structures within a described zoning district)*

☐ $200 .....Residential or Commercial
Plus $1.00 for every acre over 10 acres

APPLICANT INFORMATION*

Name _____
Mailing Address _____
City, State, Zip _____
Phone Number _____
Email _____

LOCATION OF PROPOSED STRUCTURE

Rural Oliver County Address:_____

If the applicant is not the owner of record, enclose a letter from the owner stating concurrence of this action for the proposed use for the property.

LEGAL DESCRIPTION:

Qtr/Qtr _____ Section _____ Township _____ Range _____

PARCEL NUMBER_____ ACREAGE_____

CONSTRUCTION WILL BEGIN BY _____ AND BE FINISHED NO LATER THAN _____

OLIVER COUNTY **APPLICATION FOR BUILDING & ZONING**

Application # _____

PRESENT USE
- ☐ **Residential**
- ☐ **Agricultural**
- ☐ **Commercial**
- ☐ **Industrial**

CURRENT ZONING
- ☐ **Residential**
- ☐ **Agricultural**
- ☐ **Commercial**
- ☐ **Industrial**

PRESENT STRUCTURES (Check all that apply)
- ☐ **Residence**
- ☐ **Garage**
- ☐ **Shop**
- ☐ **Storage Shed**
- ☐ **Barn/Ag Outbuildings**
- ☐ **Other_____**

PROPOSED ACTION
- ☐ New Construction
- ☐ Addition to Existing Structure
- ☐ Move-In Structure
- ☐ Other_____

PROPOSED USE (Check all that apply)
- ☐ Residential
- ☐ Agricultural
- ☐ Industrial
- ☐ Commercial

Note: If the intended use of this property changes, you are required to notify the Planning & Zoning Department and may need to rezone to comply with the change.

CONSTRUCTION TYPE
- ☐ **Wood Frame**
- ☐ **Wood Pole Frame**
- ☐ **Steel Frame**
- ☐ **Masonry or Concrete**
- ☐ **Mobile Home - Year_____ Make & Model_____ Serial #_____**
- ☐ **Dirt Floor**
- ☐ **Concrete Floor**
- ☐ **Other_____**

DIMENSIONS OF STRUCTURE(S)

USE _____ _____X_____ NUMBER OF STORIES _____ WALL HEIGHT _____

USE _____ _____X_____ NUMBER OF STORIES _____ WALL HEIGHT _____

SIDING TYPE _____ INSULATION _____ YES _____ NO

ROOF COVERING _____ INSULATION _____ YES _____ NO

FOUNDATION TYPE _____ DEPTH _____ 8 FEET _____ 4 FEET _____CONCRETE SLAB

BASEMENT _____ YES _____ NO TOTAL BASEMENT SQUARE FOOTAGE _____ FINISHED SQ FT _____

ELECTRICITY _____ YES _____ NO

HEATING SYSTEM _____ YES _____ NO TYPE _____

AIR CONDITIONING _____ YES _____ NO TYPE _____

SEWAGE DISPOSAL*
- ☐ **No Plumbing**
- ☐ **Septic Tank with Drain Field**
- ☐ **Holding Tank**

***Septic and Holding Tanks require a permit from Western Plains Public Health.**
403 Burlington St SE
Mandan, ND 58554
(701) 667-3370

WATER*
- ☐ **No Plumbing**
- ☐ **City Water**
- ☐ **Southwest Water**
- ☐ **Existing Well**
- ☐ **Drilling New Well**

***Attach a copy of approval from Western Plains Public Health and/or Southwest Water.**

OLIVER COUNTY **APPLICATION FOR BUILDING & ZONING**

Application # _____

NOTE ON RESIDENTIAL DEVELOPMENT

No lot shall contain more than one principal single family residential building, and no dwelling unit shall be built on a lot which does not abut a dedicated public right-of-way.

HIGHWAY & LOT LINE SETBACK REQUIREMENTS:

All buildings or structures shall adhere to the following public road or highway setback requirements

1. The minimum setback for fence lines shall be thirty-three (33) feet.
2. The minimum setback for buildings from the centerline of county roads shall be two hundred (200) feet.
3. The minimum setback for buildings from the centerline of state highways shall be two hundred fifty (250) feet.
4. The minimum setback for tree plantings from all section lines and the centerline of county roads shall be one hundred (100) feet.

APPLICANT COMMENTS/FURTHER INFORMATION (ATTACH SHEET IF NEEDED)

_____
_____
_____
_____
_____
_____
_____
_____

I, the undersigned applicant for a permit, do hereby attest that the information contained in this application is truthful and correct to the best of my ability. I further agree to comply with all building codes and standards as regulated by the State of North Dakota, and the requirements and conditions of this permit, and the zoning ordinance of Oliver County.

I understand that failure to obtain a permit before beginning of construction will result in a penalty at least twice the cost of the permit or more if the Planning & Zoning Board or County Commissioners determine the extent of violations.

All houses and other structures will require a permit, whether farm exempt or not.

I certify that I am the

- ☐ **Property Owner**
- ☐ **Construction Contractor hired by the owner**

_____	_____	_____
Signature of Applicant	**Printed Name of Applicant**	**Date**

A Scale Drawing must be submitted showing the dimensions of all structures on lot & distance from lot lines & setback requirements. Attach additional sheets if needed. Also include photocopies of all existing floor plans, site plans, surveys, etc. with the application.

OLIVER COUNTY **APPLICATION FOR BUILDING & ZONING**

Application # _____

FOR CONDITIONAL USE PERMIT APPLICATIONS ONLY

CONDITIONAL USE PERMIT REVIEW

OLIVER COUNTY ORDINANCE DEFINITION OF CONDITIONAL USE: The development and administration of this Ordinance is based on the division of the County into districts within which the uses as land and buildings are mutually compatible. However, there are certain uses which, because of their unique characteristics cannot be classified as unrestricted permitted uses in any particular district or districts without consideration in each particular case of the impact of those uses upon adjoining lands or public facilities. Such uses nevertheless, may be necessary or desirable in a particular district provided that due consideration is given to location, development and operation of such uses.

No conditional use permit shall be recommended by the Planning and Zoning Commission or approved by the Commission unless the applicant shall have met all the following criteria:

1. Is proposed conditional use detrimental to or does it endanger the public health, safety, comfort or general welfare?_____If yes, please explain.

_____

_____

2. Does the proposed conditional use substantially impair or diminish the value and enjoyment of other property in the area?_____ If yes, please explain why and who opposes.

_____

_____

3. Does the proposed conditional use impede the normal orderly development of the surrounding property?_____If yes, please explain.

_____

_____

4. Are adequate utilities, access roads, drainage or other necessary site improvements being provided?_____If no, please explain.

_____

_____

5. Have adequate measures been taken to provide ingress and egress to the property without adverse effects on the adjoining properties and traffic congestion in the public street?_____If no, please explain.

_____

_____

6. Does the proposed conditional use conform to all applicable regulations of the district within which it is located? _____If no, please explain.

_____

_____