

Application: _____

**APPLICATION & CHECKLIST FOR TEMPORARY CREW HOUSING
CONDITIONAL USE PERMITS**

Requirements outlined in Section 6.13 of the Billings County Zoning Ordinance

Applicant: _____ **Number of Residents:** _____

Mailing Address: _____

City, State, Zip: _____

Onsite Manager Contact Information: _____

Phone Number: _____ **Cell:** _____

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

Include a copy of the lease, if applicable.

Legal Description: _____

Parcel Number: _____

- TEMPORARY CREW HOUSING INITIAL APPLICATION FEE: \$1000.00**
- ARW PERMIT – APPROACH FEE: \$ 100.00**
- TOTAL FEE: \$ _____**

6.13.1 Definitions

Temporary Crew Housing (work camp housing):

Modular residential structures used to house workers on a temporary basis for a specified period of time. It may include one or more lodging units which are not mobile homes, as defined in NDCC Section 57- 02-04, and are not mobile homes as defined in NDCC Section 57-55-01.

Crew Housing Permit: A right granted by the County to locate a crew housing facility within the jurisdiction of the County and to enjoy attendant services and facilities provided by the County.

Skid Units: A structure or group of structures, either single or multi-sectional, which is not built on a permanent chassis and is ordinarily designed for human living quarters, or a place of business, on a temporary basis.

- Single Skid Units
- Multi-Sectional Skid Units
- Other: _____

6.13.2 Conditional Use Permit

A Temporary Crew Housing Permit authorizes a conditional use, the issuance of which is subject to the procedures contained within Section 7.3 of the Billings County Zoning Ordinance. It is allowable as a conditional use in Commercial and Industrial Districts.

- Commercial District
- Industrial District
- Rezoning requested from _____ to _____

6.13.3 Application Procedure:

Attach all requested information to this application

An application for a Temporary Crew Housing Permit shall be signed by the applicant or authorized representative and shall include the following information:

- A description of the units together with numbering system.
- A description of how the proposed units are set/and or anchored.
- A statement that roads to be constructed within the facility meet county specifications.
- An occupancy list to be maintained and provided to the county 911 emergency coordinator on a current basis.
- Plot plans drawn to scale showing:
 - housing units
 - additional structures
 - setbacks
 - utilities
 - drainage
 - ingress and egress
 - parking plans
 - screens
 - buffers
 - fencing
- Unit spacing adequate to accommodate emergency services.
- List of house rules and regulations.
- On site security plan.
- Fire and emergency evacuation plan.
- Copy of permit, or approval, issued by the following:
 - North Dakota State Health Department,
 - Southwest Water Authority, and
 - Southwest District Health Unit including fresh water, refuse disposal plan, and septic or sewer discharge plan.
- Pay an Annual Planning and Zoning Fee in the amount of fifty (50) cents per square foot, per year, of the area encompassing the crew housing units.

\$.50 x _____ sq. ft. = \$ _____
- A copy of the closure plans.

6.13.3 Application Procedure, Cont.

- Submit a surety bond for clean-up purposes using the following schedule:
 - 0-50 person camp - \$ 20,000
 - 51-100 person camp - 30,000
 - 101-250 person camp - 50,000
 - 251-500 person camp - 100,000
 - 501-1200 person camp - 250,000
- Off-street parking shall be provided on a one-to-one ratio, one parking space per bed and one per employee. Parking spaces shall be 9'x20'.
- Any additional information deemed necessary by the Zoning Administrator, the Planning and Zoning Board, or the County Commission.

6.13.4 Prohibited Housing Types

Recreational vehicles, campers, and mobile homes are prohibited as units in a crew housing facility.

6.13.5 Prohibited Activities

No alcoholic beverages, illegal substances or animals are allowed on the premises of a crew housing facility. No parking will be allowed between units. The site is to be maintained free of garbage and junk.

6.13.6 Termination of Crew Housing Permit

A Crew Housing Permit is a conditional use permit subject to review by the Planning and Zoning Board at any time. The permit may be revoked, pursuant to Section 7.3 of the Billings County Zoning Ordinance, by the County Commission anytime the applicant is in non-compliance with any of the conditions set by the Planning and Zoning Board or the County Commission for the issuance of the permit.

6.13.7 Renewal of Conditional Use Permit

Any Temporary Crew Housing Permit granted in accordance with this section shall expire one year from the date of issuance. The permit may be extended by the Planning and Zoning Board upon written application of the owner of the property or authorized representative provided that the extension is for the same use as specified in the original permit and that the applicant is in compliance with the terms and conditions specified in the original permit.

APPLICANT COMMENTS/FURTHER INFORMATION

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 Billings County.

I understand that any inappropriate use of this permit may cause me to be required to pay a penalty.

I certify that I am the:

- Property Owner
- Owner of the Crew Housing Facility
- Manager of the Crew Housing Facility

Signature of Applicant	Printed Name of Applicant	Date
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Concerns, special requests, or additional information: _____

ACTION BY THE COUNTY PLANNING & ZONING BOARD & BOARD OF COUNTY COMMISSIONERS

Application Received: _____

Reviewed by Billings County Zoning Board: _____

Reviewed by Billings County Commissioners: _____

Application Fee paid on: _____ Receipt # _____

Temp Crew Housing Fee paid on: _____ Receipt # _____

Application valid from _____ to _____

Application renewed on: _____
