

**BILLINGS COUNTY**

**APPLICATION FOR BUILDING & ZONING CERTIFICATE**

TAX EQUALIZATION & ZONING OFFICE

APPLICATION: \_\_\_\_\_

PHONE: (701) 623.4810 • FAX: (701) 623.4761

495 4<sup>TH</sup> STREET • PO BOX 247 - MEDORA, ND 58645-0247

DATE ISSUED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

[stswanson@nd.gov](mailto:stswanson@nd.gov) [jhammerstrom@nd.gov](mailto:jhammerstrom@nd.gov)

REVISED 5/2015

**INSTRUCTIONS:**

1. For new buildings and additions to existing buildings, complete entire form
2. Include all necessary drawings in the space provided and attach any house plans, surveys, etc. to the application
3. Return completed application and fees to the Tax Equalization & Zoning Office before proposed upcoming zoning meeting which is posted at <http://www.billingscountynd.gov/BillingsCountyZoning.htm>

**CERTIFICATE FEES, CHECK ALL THAT APPLY:**

- \$ \_\_\_\_\_ Zoning Application Fee\*
  - \$ \_\_\_\_\_ Conditional Use Permit\*
  - \$ 200.00 Temporary Use Permit
  - \$ 200.00 Variance
  - \$ 200.00 Change in Zoning District
- \$ \_\_\_\_\_ Total  Paid Receipt: \_\_\_\_\_

\*Fees vary by Zoning District. See Billings County Fee Structure for Planning & Zoning Applications.

**LOCATION OF PROPOSED STRUCTURE:**

- Rural Billings County  
Address: \_\_\_\_\_

Make Check Payable to: Billings County

**APPLICANT INFORMATION\*:** Name: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

\*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.

**TYPE OF PERMIT:**

- Zoning Certificate
- Zoning Change from \_\_\_\_\_ to \_\_\_\_\_
- Variance Requested .....A variance is needed if the building proposal does not meet ordinance requirements and cannot reasonably be changed to meet standards. See Billings County Ordinance 7.4
- Conditional Use.....A conditional use is permitted in a district specifically permitting it, subject to the approval of the County Commission and only when the commission finds that such use meets all applicable, including but not limited to those contained in this ordinance. See Billings County Ordinance 7.3

**ESTIMATED VALUE OF CONSTRUCTION AND IMPROVEMENTS:** \$ \_\_\_\_\_

**LEGAL DESCRIPTION OF BUILDING SITE:**

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Qtr/Qtr: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**CONSTRUCTION WILL BEGIN BY:** \_\_\_\_\_ **AND BE FINISHED NO LATER THAN:** \_\_\_\_\_

**DESCRIPTION OF LOT:**

- Acreage or Square Feet of Parcel: \_\_\_\_\_
- Lot Depth: \_\_\_\_\_ Lot Width: \_\_\_\_\_

**PRESENT USE:**

- Residential                       Agricultural                       Recreational
- Commercial                       Industrial                       Vacant

**PRESENT STRUCTURES, CHECK THAT APPLY:**

**SIZE:**

**TOTAL NUMBER OF STRUCTURES:**

- Residence \_\_\_\_\_
- Garage \_\_\_\_\_
- Shop \_\_\_\_\_
- Storage Shed \_\_\_\_\_
- Barn/Ag Outbuildings \_\_\_\_\_
- Other \_\_\_\_\_

**TOPOGRAPHY:**

**PREDOMINANT SOIL TYPE:** \_\_\_\_\_

- Flat
- Moderate Slope
- Hilly
- Steep Slope/Badlands

**SEWAGE DISPOSAL:\***

- No Plumbing
- Septic Tank with Drain Field\*
- Holding Tank

\* Septic and Holding Tanks require a permit from the Southwestern District Health Unit.  
 Address: 2869 3<sup>rd</sup> Ave W  
 Dickinson, ND 58601  
 Phone: (701) 483-0171  
 Toll Free: 1-800-697-3145

**WATER:\***

- No Plumbing                       Southwest Water                       Drilling New Well
- City Water                       Existing Well

\*Attach a copy of approval from SW District Health and/or Southwest Water

**CURRENT ZONING:**

- Agricultural                       Residential                       Industrial
- Recreational                       Commercial                       Hillside & Ridgeline Overlay District\*

\*See Section 5.6 of Billings County Zoning Ordinance for Hillside & Ridgeline Overlay District

**PROPOSED ACTION:**

- New Construction
- Addition to Existing Structure
- Move-In Structure
- Shelterbelt

**PROPOSED USE: PLEASE CHECK ALL THAT APPLY**

- Residential
- Commercial
- Storage
- Recreational
- Garage
- Mobile Home Park
- Agricultural
- Industrial
- RV Park

**PROPOSED INTENDED ACTION WILL BE USED BY:**

- Owner
- Immediate Family Member of Owner
- Hired Hand
- Leased or Rented by the owner to: \_\_\_\_\_
- Other, please explain: \_\_\_\_\_

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

**CONSTRUCTION TYPE:**

- Wood Frame
- Wood Pole Frame
- Steel Frame
- Masonry or Concrete
- Dirt Floor  Concrete Floor
- Mobile Home: Year: \_\_\_\_\_ Make & Model: \_\_\_\_\_  
Serial #: \_\_\_\_\_

**APPLICANT COMMENTS OR FURTHER INFORMATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DIMENSIONS OF STRUCTURE(S):**

**USE:** \_\_\_\_\_ X \_\_\_\_\_ **NUMBER OF STORIES:** \_\_\_\_\_ **WALL HEIGHT:** \_\_\_\_\_

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**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:** \_\_\_\_\_

**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 buildings from the centerline of all section lines and the center line of county roads shall be one hundred three (103) feet.
- 2) The minimum setback for buildings from the centerline of all state highways shall be two hundred fifty (250) feet.
- 3) The minimum setback for tree plantings from all section lines and the centerline of county roads shall be one hundred three (103) feet.

**AGRICULTURAL DISTRICT:    MINIMUM LOT SIZE: 5 acres FRONT: 75 feet SIDE: 25 feet REAR: 25 feet**

**RESIDENTIAL DISTRICT SETBACKS:    FRONT: 75 feet SIDE: 10 feet REAR: 25 feet**

Note: Accessory buildings shall be smaller than the principal building and shall be limited to fifteen (15) feet in height and be located at least ten (10) feet from all lot lines.

**APPLICABILITY OF HILLSIDE AND RIDGELINE GUIDELINES**

The provisions of this section (according to 5.6.1 of the Billings County Zoning Ordinance) shall apply to any application for a land use permit or subdivision on land that meets either of the following two conditions:

- (1) Any portion of the building envelope that includes slopes in excess of fifteen (15) percent;
- (2) Land that is located on or within fifty (50) vertical feet of the elevation of any prominent ridgeline. Lands that meet either of these two provisions are herein referred to as hillside land or ridgeline land, respectively.

**Prominent Ridgeline Defined**

A prominent ridgeline shall be defined as any ridgeline, as viewed from any point along a designated major roadway corridor which create a silhouette with the sky. The currently designated roadway corridors are Interstate 94, including all business loops and US Highway 85, and all county roadways. Other potential major roadway corridors from which to identify prominent ridgelines, whether existing or proposed at the time a subdivision or land use permit application is submitted, may be designated by the Planning and Zoning Board during the development review process. These new major roadway corridors shall then establish view points from which to identify prominent ridgelines.

**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 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  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.**

**PLOT PLAN**

LOT REAR

LOT FRONT

**Information Needed on the Plot Plan:** In order to help your permit process go as quickly as possible, the following information must be clearly shown on your Plot Plan, even if it is not to scale:

- North Arrow
  - Adjacent Streets & Approach
  - Setbacks
  - Easements
  - Proposed Structure(s), with Dimensions
  - Existing Structure(s), with Dimensions
  - Septic tank, drainfield, & distance from structures
  - Water well or SW water line
- Show the distance from the proposed structure to your property line in all four directions.
- Also include photocopies of all existing floor plans, site plans, surveys, etc with the application.