City of Grand Forks
Staff Report

Planning & Zoning Commission – August 5, 2026
City Council – August 17, 2026

Item 3-1 (Final) – Fee List for Land Development Code	
Title: Ordinance to amend Section 18-1103 and Section 18 Appendix C related to Land Development Applications and Fees.	
Location: NA	
Current Legal Description: NA	
Proposed Legal Description: NA	
Applicant: City Planning & Comm Dev Dept.	**Owner:**
Prepared By: Haylie Grasser, Planner	**Submitted By:** Ryan Brooks, Director of Planning & Community Development
Purpose: Update Chapter 18 code relating to Land Development Application and fees.	

Staff Recommendation
Staff recommends approval of the Ordinance to amend Section 18-1103 and Section 18 Appendix C related to Land Development Applications and Fees; and to schedule and hold a public hearing as required.

Application Status
July 8, 2026 – Planning and Zoning Commission Recommended Action: Motion by Reichert, second by Budke for approval of staff recommendation. Motion carried unanimously.
July 20, 2026 – City Council Action: Motion by Osowski, second by Fridolfs to approve staff recommendation. Motion carried unanimously.
August 5, 2026 (Public Hearing) - Planning and Zoning Commission Recommended Action:
August 17, 2026 (Public Hearing) – City Council Action:

Background and Discussion

• Staff recently reviewed Chapter 18 Land Development Code regarding planning and zoning commission applications and fees. These updates are to reflect current practices and corresponding fees.
  • Updated Section 18-1103 Fees to remove specific rates in Chapter 18 and instead refer specific rates to be found and referenced in the annual fee listing resolution that is passed by City Council as part of annual budget approvals. Other department fees are structured similarly to refer back to annual fee listing.
  • Included statement that fees are nonrefundable.

- Removed details from Appendix C as exact wording of applications has changed over the years as technology and industry standards have evolved. Staff proposes the exact wording of an application be a policy decision that can evolve over time rather than static in the Land Development Code.
- Next steps include preliminary and final approval at Planning and Zoning Commission and City Council.

    - As part of 2027 budget approvals, Planning staff are currently evaluating fees and where our rates sit comparatively to regional peers. Increased fees may be recommended as part of the budget approval request to City Council.

Findings of Fact
• Planning & Zoning application fees are passed yearly in the budget along with all other City department fees. This would remove fees in code and refer back to latest fee listing approved as part of annual budget approval. • Remove Appendix C, referring to application layouts. This would make it easier for administrative edits as needed. • 2026 Fee listing is what staff is currently utilizing for applications. 2027 Fee listing is pending and staff are contemplating increases to these to be better in-line with regional rates.

Attachments
• Proposed ORD showing revisions • Approved 2026 Fee Listing

City of Grand Forks
2026 City Budget

Supplemental (continued)
List of Fees

License and Permit Type		2026 Fee
Airport Limousine		
	Vehicle	$ 40.00
	Driver - Application Fee (new applications only)	$ 25.00
	Driver - Annual Fee	$ 40.00
Animal Licensing:		
	Cat / Dog License (unaltered)	$ 20.00
	Cat / Dog License (altered)	$ 5.00
	Replacement Tag	$ 5.00
	Animal Impound Fee	$ 50.00
Bakery		
	Level 1	$ 150.00
Bed & Breakfast		$ 100.00
Bikeshare/Electronic Scooters	Issuance Fee	$ 2,000.00
	Annual Fee	$ 500.00
Board of Adjustments Fee		$ 120.00
Board of Appeals Fee		$ 150.00
Body Art	Facility	$ 250.00
	Temporary Facility	$ 250.00
	Artist	$ 30.00
Building Contractor		$ 65.00
Building Permit Fees:		
Commercial Construction (Based on Valuation):		
	$1 to $1,000	N/A
	$1,001 - $2,000 (for 2019 this category is $1-$2,000)	$ 77.00
	Each addtl $1,000 from $2,001 - $25,000	$ 15.00
	Each addtl $1,000 from $25,001 - $50,000	$ 11.00
	Each addtl $1,000 from $50,001 - $100,000	$ 7.00
	Each addtl $1,000 from $100,001 - $500,000	$ 6.00
	Each addtl $1,000 from $500,001 - $1,000,000	$ 5.00
	Each addtl $1,000 from $1,000,001 - $25,000,000	$ 4.00
	Each addtl $1,000 from $25,000,001 and up	$ 4.00
Residential Construction (Based on Valuation):		
	$1 - $500	N/A
	$501 - $1,000 (For 2019, this category is $1-$1,000)	$ 36.00
	Each addtl $1,000 from $1,001 to $25,000	$ 7.00
	Each addtl $1,000 from $25,001 to $50,000	$ 6.50
	Each addtl $1,000 from $50,001 to $100,000	$ 5.00
	Each addtl $1,000 above $100,000	$ 4.00
Building Permit Reports		$ 10.00
Carnival or Circus		$ 1,700.00
Change of Address		$ 30.00
Christmas Tree Sales Permit		N/A
Cities Area Transit (CAT)	***One-Way Cash Fare****	
	Full Fare	$ 2.00

Supplemental (continued)
List of Fees

	License and Permit Type		2026 Fee
	K-12 Student	$	1.00
	Reduced Fare**	$	0.75
	31-Day Pass	$	35.00
	14-Day Pass	$	18.00
	1-Day Pass	$	5.00
	Summer Youth Pass	$	18.00
	Transfers are free and may be used on the next connecting bus.		
	**Exact fare required; no change given*		
	***Seniors age 65+, Medicare card holder, and person with disabilities*		
	10-Ride Passes		
	Full Fare	$	13.00
CAT (Continued)	K-12 Student	$	6.50
	Reduced Fare	$	5.25
	Rechargeable Fare Media	$	5.00
Code Books			
	IBC	$	144.00
	IRC	$	140.00
	IMC	$	95.00
	IFGC	$	95.00
	Plumbing Study Guide	$	95.00
	IMC Loose leaf with tabs	$	135.00
	IFGC Loose leaf with tabs	$	135.00
Conditional Use Permit		$	200.00
Construction Permits		$	60.00
	Flammable and combustible liquids (Per Project)		
	Tank Schedule Fees (NEW)		
	Tank Size		
	0 - 1,000 gallon		$150 per tank
	1,001 - 5,000 gallon		$300 per tank
	5,001 - 12,000 gallon		$400 per tank
	12,001 - 20,000 gallon		$500 per tank
	20,001 - +		$600 per tank
Conventional Rezoning		$	300.00
Demolition Permit:	Permit Fee	$	50.00
	Demolition - Cleanup Deposit Required	$	1,500.00
	Demolition - Abandonment of Water/Sewer		
	Minimum	$	500.00
	Maximum	$	10,000.00
Dial-A-Ride:	One-way Cash Fare	$	4.00
	10-Ride punch card	$	40.00
	20-Ride punch card	$	80.00
Door to Door Sales			
	Annual Fee	$	500.00
	Per Day	$	75.00
	(Also Requires $5,000 Surety Bond)		
Driveway Permit			
	First Business / Industrial & Repairs		
	First Residential & Repairs		
	Driveway (Residential)	$	35.00
	Driveway (Commercial)	$	45.00

Supplemental (continued)
List of Fees

License and Permit Type		2026 Fee
*Fee revised per action of City Council 04/16/2018		
Emergency Alarm Systems:		
Business		$ 105.00
User Fee		$ 42.00
False Alarm Fee 1-4 in 6 month period		No charge
False Alarm Fee 5-6 in 6 month period, per alarm		$ 27.00
False Alarm Fee 7 or more in 6 month period, per alarm		$ 37.00
Electric Contractor		$ 170.00
Electrical Permits *(Set by State)*		Set by State
Excavation Permit		
Trenches or bores over 200'		$ 55.00
Work Performed without a Permit		$ 110.00
Excavator		$ 120.00
Fire Department Administered CPAT Testing		$ 130.00
Fire Permits		$ 60.00
Pyrotechnic special effects materials 5601.2		$ 120 + $85/hr (min. 2hrs)
Fire Protection - Outside City Limits (Minimum Fee)		$ 1,200.00
* This fee is based on valuation of property at site with listed fee as a minimum charge.		
Fire Response - Outside City Limits/Negligence/Violation of Law		Std Hourly Rate + Materials
(Minimum Charge of $250)		
Standard Hourly Rate:		
Per Hour, Per Vehicle		$ 100.00
Per Hour, Per Person		$ 50.00
Fireworks Display Permit		$ 280.00
Food and Beverage Licenses:		
Alcoholic Beverage License:		
Application Fee:		
New Application		$ 350.00
Renewal Application		$ 75.00
Late Filing Fee		$ 150.00
Issuance Fee:		
Class 1	General On & Off Sale Alcoholic Beverage	$ 69,500.00
Class 2	Off-Sale Alcoholic Beverage	$ 43,000.00
Class 3	Off- and/or On-Sale Wine & Beer Only	$ 5,500.00
Class 4	Food & Beverage establishment	
	Less than 100 seats	$ 32,000.00
	100 Seats or More	$ 69,500.00
Class 5	Hotel-Motel Alcoholic Beverages	$ 37,500.00
Class 5.1	Hotel-Motel Limited Service Wine & Beer	$ 4,500.00
Class 9	Bowling Center	$ 19,500.00
Class 12	Domestic Distillery	$ 3,500.00
Class 14	Wine & Beer Maker	$ 1,200.00
Class 15	Retail Wine	$ 1,200.00
Class 16	Brewer Taproom	$ 1,200.00
Class 17	Manufacturing Distillery	$ 3,500.00
Transfer Fee:		$ 16,500.00

City of Grand Forks
2026 City Budget

Supplemental (continued)
List of Fees

	License and Permit Type		2026 Fee
Annual Fee:			
Class 1	General On & Off Sale Alcoholic Beverage	$	4,000.00
Class 2	Off-Sale Alcoholic Beverage	$	4,000.00
Class 3	Off and/or On-Sale Wine & Beer	$	1,750.00
Class 4	Food & Beverage establishment	$	4,000.00
Class 5	Hotel-Motel Alcoholic Beverages	$	4,000.00
Class 5.1	Hotel-Motel Limited Service Wine & Beer	$	1,200.00
Class 6	Fairgrounds Beer	$	1,750.00
Class 7	Golf Course	$	1,200.00
Class 8	Airport	$	175.00
Class 8.1	Kraft Field Beer	$	575.00
Class 8.2	Alerus Center	$	3,500.00
Class 8.3	Engelstad Arena	$	3,500.00
Class 8.4	Albercht Field	$	575.00
Class 9	Bowling Center	$	4,000.00
Class 11*	Special or limited license, per license	$	60.00
Class 12	Domestic Distillery	$	625.00
Class 14	Wine & Beer Maker	$	400.00
Class 15	Retail Wine	$	625.00
Class 16	Brewer Taproom	$	625.00
Class 17	Manufacturing Distillery	$	625.00
	* You must hold a permanent Alcoholic Beverage License with the City of Grand Forks in order to apply for a Class 11 license.		
Concession Stand		$	60.00
Food Establishment (Restaurant)			
	Level 1	$	150.00
	Level 2	$	300.00
	Level 3/4	$	400.00
	Per seat, $150 maximum	$	1.00
	Child Care	$	25.00
	Food Pantry	$	25.00
	Soup Kitchen	$	25.00
Mobile Food Unit	Level 1	$	100.00
	Level 2	$	150.00
	Level 3	$	225.00
	Reciprocity License	$	25.00
Food and Beverage (Continued)			
Pushcart	Level 1	$	100.00
School		$	180.00
Reinspection Fee		$	175.00
Temporary Food Service			
	Per Day	$	40.00
	Additional Stand (Same Event)	$	10.00
Games of Chance			
	Site Authorization	$	100.00
	Site Authorization - Short Term	$	50.00
	Bingo / Raffle - 1 event	$	10.00
	Bingo / Raffle - More than 1 event	$	25.00

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Supplemental (continued)
List of Fees

License and Permit Type			2026 Fee
Garages			
	Detached - per foot	$	40.00
	Attached - per foot	$	45.00
Greenway Mobility Vehicle Permit (Pending Council Approval)		$	25.00
Grocery Store:			
	Level 1	$	150.00
	Level 2	$	300.00
	Level 3	$	400.00
Hotel / Motel			
	100 Guest Rooms or Less	$	125.00
	Over 100 Guest Rooms	$	250.00
Houses			
	One story with no basement per sq foot	$	150.00
	One story w/unfinished bsmt (plus $24 per sq ft of basement floor)	$	150.00
	One story w/.finished bsmt (plus $45 per sq foot of basement floor)	$	150.00
	Two story with no basement - per sq foot for each floor	$	99.00
	Two story w/unfnshed bsmt -per sq foot for each floor plus $17.50 for bsmt	$	114.00
	Two story w/fnshed bsmt - per sq ft for each floor plus $45 per sq foot -bsmt	$	114.00
	Split level - per sq foot for each floor	$	90.00
House Mover		$	170.00
Mechanical Installers:			
	Journeyman	$	55.00
	Master	$	170.00
Mechanical TestFee	Journeyman	$	35.00
	Master	$	50.00

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Supplemental (continued)
List of Fees

License and Permit Type			2026 Fee
Mechanical Permits:			
	Issuance Fee (in addition to below)	$	35.00
	Furnace Up to 2Hp/100Mbh	$	20.00
	Over 100 Mbh	$	24.00
	Rooftop HVAC Unit	$	24.00
	Unit Heater	$	20.00
	Air Conditioning Unit	$	15.00
	Compressor / Boiler :		
	Up to 3Hp/100Mbh	$	20.00
	Over 3 to 15 HP/Over 100 to 500 Mbh	$	35.00
	Over 15 to 30 HP/Over 500 to 1,000 Mbh	$	61.00
	Over 30 to 50 HP/Over 1,000 to 1,750 Mbh	$	81.00
	Over 50 HP/Over 1,750 Mbh	$	120.00
	Air Handling Units Up to 10,000 Cfm	$	15.00
	Over 10,000 Cfm	$	24.00
	Exhaust Fan - Kitchen/Laboratory/Dryers/Bath	$	13.00
	Incinerator - Commercial	$	85.00
	Factory Built Fireplace	$	14.00
	Gas Water Heater	$	14.00
	Gas Range or Oven	$	14.00
	Gas Grill or Fryer	$	14.00
	Gas Broiler	$	14.00
	Gas Piping Outlet System of 1 to 4 Outlets	$	10.00
	Each Additional Outlet over 4	$	2.00
	Air to Air Exchanger	$	14.00
	Mobile Home Connection	$	19.00
	VAV/Similar Type Box	$	14.00
	Radon Mitigation	$	13.00
	Geothermal Loop	$	4 per loop
Moving Permit			
	Initial Inspection Fee (1st hour of inspector time) (May also include charges for : additional hours of inspector's time and mileage at a rate to be determined by Finance Dept; time and overtime by City employee involved with moving of the building (City Electrician, Street Dept, etc.) and a 10% administrative fee)	$	35.00
	Application Fee	$	150.00
	Permit to move structure out of the City	$	40.00
Notary Services (Non-City Purposes) Per Document		$	5.00
Noxious Weed Cutting Fee	Fee will be actual contractor charge to the City times 2, plus an administrative fee of $150.	Varies by lot size	
Outside Seating Permit	Initial Fee	$	100.00
	Renewal if no changes from initial	$	25.00
Parabolic Antenna Permit		$	60.00
Parking System Space Rental			
Central Ramp	General first-come space, per month	$	75.00
	Prime area first-come space, per month	$	110.00
	24/7 reserved space, per month	$	140.00
	Resident-only permit, per month	$	70.00
Corporate Ramp	General first-come space, per month	$	70.00
	Prime area first-come space, per month	$	100.00
	24/7 reserved space, per month	$	130.00
	Resident-only permit, per month	$	65.00
Surface lot spaces, per month maximum		$	100.00

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Supplemental (continued)
List of Fees

License and Permit Type			2026 Fee
Pawnbroker		$	225.00
Pedal Pub Business	Issuance Fee	$	200.00
	Annual Fee	$	100.00
Pedal Pub Driver	Application Fee	$	20.00
	Annual Fee	$	35.00
Pedal Pub (Vehicle)	Annual Fee	$	35.00
Plumber -Master		$	170.00
Plumbing Permit Fee			
	Issuance Fee (Covers First 4 - Each additional is $9.00)	$	35.00
	Per Fixture	N/A	
	Sewer Tap	$	30.00
	Water Connect	$	30.00
	Storm Sewer Tap	$	30.00
	Water Softener	$	30.00
	Sump Pump	$	35.00
	Sump Pump Discharge	$	35.00
	Underground Lawn Sprinkler	N/A	
	Radon Mitigation	$	14.00
Rental License			
	Single	$	35.00
	Duplex	$	70.00
Retail Meat			
	Risk Level 1	$	150.00
	Risk Level 2	$	300.00
	Risk Level 3	$	400.00
Private Collector of Recyclable Materials (3 yr. License)		$	700.00
Private Collector of Rubbish, Construction Refuse		$	75.00
PUD			
Concept Development Plan		$	300.00
Amendment		$	300.00
Detailed Development Plan		$	300.00
Amendments Approved by Engineering or Planning			
	Estimated Market Value less than $5,000	$	85.00
	Estimated Market Value more than $5,000	$	250.00
Appeal filed with Planning and Zoning Commission		$	100.00
Sewer Connection Fees(per unit)			
Residential (1 & 2 Family) (Unit=frontage of lot)			
	Lot depth 200' or less	$	4.00
	Lot depth more than 200' - add 20% to the total cost	$	4.00
Multi-Family (Unit=Lot square footage / 200)		$	5.00
Commercial (Unit =Lot square footage / 200)		$	8.00
Sexually Oriented Business	Business License, Initial	$	125.00
	Business License, Renewal	$	75.00
	Employee License, Initial	$	75.00
	Employee License, Renewal	$	30.00

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Supplemental (continued)
List of Fees

License and Permit Type			2026 Fee
Shooting Range		$	100.00
Sidewalk Builder		$	80.00
Sidewalk Permit:			
	Rebuild, replace or repair		
	New - $15 plus $0.05 per lineal ft.		
	Sidewalk (Residential	$	40.00
	Sidewalk (commercial)	$	80.00
	*Fee adjusted per action of City Council April 16, 2018		
Sign Hanger	Regular	$	120.00
	Neon	$	125.00
Sign Permit			
	Regular Sign (Per $1,000 of Valuation)	$	21.00
	Neon Sign (Per $1,000 of Valuation)	$	40.00
Site Plan Reviews			
	Improvements ($5,000 or less)	$	85.00
	Improvements (More than $5,000)	$	300.00
Special Use Inspection Fees			
	Haunted House (Per Event)	$	60.00
	Initial Home Daycare (Once)	$	60.00
	Daycare Center (Annual)	$	60.00
	Re-Inspection/Overdue violations fee (Violation not corrected after 60 days.)	$	60.00
Stormwater Inlet Service Fee		$	100.00
Stormwater Erosion and Sediment Control Permit (Less than 1 Acre)		$	75.00
Stormwater Erosion and Sediment Control Permit (1 Acre or Larger)			
	Base Fee	$	150.00
	Plus per acre	$	20.00
Subdivisions			
	Major Subdivisions	$	700.00
	Minor Subdivisions	$	400.00
	Variance	$	70.00
Swimming Pool	Base Fee for 1st Pool	$	250.00
	Additional waterbodies/spas (new)	$	40.00
	Reinspection Fee (Pending Ordinance Adoption)	$	175.00
Taxi (Vehicle)	Per Vehicle	$	40.00
	Reissue Duplicate Sticker	$	10.00
Taxi / Chauffer Driver			
	Application Fee (New Applicants only)	$	25.00
	Annual Fee	$	40.00
	Reissue Duplicate License	$	10.00
Tobacco, Retail (Annual):			
	Dealer	$	100.00
	Vending Machine	$	50.00
Temporary Buildings Permit		$	50.00
Towing License			
	Application Fee (new applicants)	$	50.00
	Annual Fee	$	25.00

City of Grand Forks
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Supplemental (continued)
List of Fees

License and Permit Type			2026 Fee
Towing Vehicle Driver's License			
	Application Fee (new applicants)	$	50.00
	Annual Fee	$	25.00
Towing Fees:			
	Street Maintenance (No Impound)	$	55.00
	Vehicle Impound	$	65.00
	(May also include additional charges if any incurred)		
Vacation of Street, Alley, or Public Ground		$	300.00
Vehicle Storage Fees			
	Day 1-7, Per Day	$	7.50
	Each Additional Day	$	5.00
Wedding Fee		$	75.00
Zoning Letter		$	75.00

ORDINANCE No. _____

An ordinance to amend Section 18-1103 of the Grand Forks City Code relating to Fees; to amend 18-Appendix C of the Grand Forks City Code relating to applications and fees.

Be it hereby ordained by the City Council of the City of Grand Forks, North Dakota, pursuant to the Home Rule Charter of the City of Grand Forks, North Dakota, that:

SECTION I. AMENDING CLAUSE

Section 18-1103 of the Grand Forks City Code relating to Fees is hereby by amended to provide as follows:

~~All applications and fees required by chapter XVIII of the City Code shall be collected by the planning department with the exception of the zoning variance and sign fees (subsections (6) and (8) below) which shall be collected and administered by the inspection department. All fees shall be credited to the general fund of the city. Copies of all applications shall be forwarded to the auditing department. No applicant shall be entitled to a refund as a result of denial of any request.~~

~~Administrative fees for each development request shall be as follows:~~

~~(1) PUD:~~

~~(A) Concept development plan$ 271.00~~

~~(1) Amendments271.00~~

~~(B) Detailed development plan217.00~~

~~(1) Amendments:~~

~~(a) Approved by planning or engineering department(s) with an estimated market value of $5,000.00 or less81.00~~

~~(b) Approved by planning or engineering department(s) with an estimated market value of more than $5,000.00243.00~~

~~(2) Appeal filed with planning and zoning commission81.00~~

~~(2) Conventional zoning map amendments150.00~~

~~(3) Site plan reviews:~~

~~(A) Improvement(s) having an estimated market value of $5,000.00 or less81.00~~

~~(B) Improvement(s) having an estimated market value of more than $5,000.00243.00~~

~~(4) Subdivisions:~~

~~(A) Major subdivisions650.00~~

~~(B) Minor subdivisions380.00~~

~~(5) Conditional use permit163.00~~

~~(6) Zoning variance (board of adjustment)80.00~~

~~(7) Subdivision variance (planning and zoning)65.00~~

~~(8) Signs where permits are required, per $1,000.00 of valuation21.00~~

~~(9) Vacations190.00~~

~~(10) Parabolic antenna52.00~~

18-1103 – Fees.

The requirements of this section apply to all applications under this Land Development Code.

(1) Schedule of Fees and charges

(A) Along with the submission of an application, the applicant shall pay an application fee as established by resolution of the Grand Forks City Council. Such application fee shall be nonrefundable.

SECTION II. AMENDING CLAUSE

Section 18-Apependix C of the Grand Forks City Code relating to application and fees is hereby by amended to provide as follows:

APPENDIX C

CITY OF GRAND FORKS, NORTH DAKOTA

1. APPLICANT

A. APPLICATION IS HEREBY MADE TO THE PLANNING COMMISSION OF THE CITY OF GRAND FORKS, PURSUANT TO THE PROVISIONS OF ARTICLE 9 OF THE LAND DEVELOPMENT CODE, FOR A SUBDIVISION PLAT OF THE PROPERTY HEREIN DESCRIBED.

B. TO INSURE THE ACCURATE AND EFFICIENT PROCESSING OF THIS APPLICATION AND TO AVOID ERRORS AND DELAY, SUPPLY ALL THE REQUIRED INFORMATION. FILL OUT ALL BLANK SPACES CLEARLY, CONCISELY, AND COMPLETELY, AND SIGN THE APPLICATION.

C. IF YOU ARE NOT THE RECORDED OWNER OF THE PROPERTY, YOU ARE CONSIDERED THE AUTHORIZED AGENT OF THE RECORDED OWNER. IF YOU ARE FILING AS AN AUTHORIZED AGENT, SUPPLY THE INFORMATION FOR BOTH THE RECORDED OWNER AND YOURSELF, AND A LETTER AUTHORIZING YOU TO ACT AS AGENT.

RECORDED OWNER	AUTHORIZED AGENT
NAME: PRINT	NAME: PRINT
MAILING ADDRESS:	MAILING ADDRESS:
PHONE NUMBER:	PHONE NUMBER:

2. PROPERTY

MATTER OF THE REQUEST FROM _____ (ON BEHALF OF _____) FOR (PRELIMINARY) (FINAL) APPROVAL TO REZONE FROM _____ TO _____, LOT _____, BLOCK _____, _____ ADDITION TO THE CITY OF GRAND FORKS, NORTH DAKOTA LOCATED _____, FOR THE PURPOSE OF CONSTRUCTING A

3. SIGNATURE

RESPECTFULLY SUBMITTED THIS _____ DAY OF _____, 19_____.

OR

_____ RECORDED OWNER AUTHORIZED AGENT

(FOR USE BY PLANNING DEPARTMENT)

THIS APPLICATION IS FILED COMPLETE WITH THE FOLLOWING:

□ THREE PRINTS OF PRELIMINARY/FINAL PLAT AND A PHOTO MECHANICAL TRANSFER (PMT)

□ PETITION FEE

THIS WILL ACKNOWLEDGE RECEIPT OF _____ DOLLARS ($_____) IN PAYMENT OF THE FEES REQUIRED FOR THE ABOVE REQUESTED APPROVAL OF APPLICANT'S SUBDIVISION.

DATE BY

TITLE:

FEE SCHEDULE _____

NUMBER OF LOTS IN SUBDIVISION	FEE
MINOR SUBDIVISIONS	$50.00
1 – 5 (REPLATS ONLY)	$70.00
1 – 25 (PLATS AND REPLATS)	$105.00
26 – 100	$105, PLUS $1.00 FOR EACH LOT IN EXCESS OF 25
101 – 200	$180.00, PLUS $0.70 FOR EACH LOT IN EXCESS OF 100
OVER 200	$250.00, PLUS $0.50 FOR EACH LOT IN EXCESS OF 200

CITY OF GRAND FORKS, NORTH DAKOTA
APPLICATION FOR VARIANCE

1. APPLICANT

A. APPLICATION IS HEREBY MADE TO THE ZONING BOARD OF ADJUSTMENTS OF THE CITY OF GRAND FORKS, PURSUANT TO THE PROVISIONS OF ARTICLE 6 OF THE LAND DEVELOPMENT CODE, FOR A VARIANCE FROM THE PROVISIONS OF THE ZONING DISTRICT OF THE PROPERTY HEREIN

DESCRIBED. NOTE: APPLICATION MUST BE FILED AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE MEETING OF THE ZONING BOARD OF ADJUSTMENTS AT WHICH IT MAY BE CONSIDERED.

B. TO INSURE THE ACCURATE AND EFFICIENT PROCESSING OF THIS APPLICATION AND TO AVOID ERRORS AND DELAY, SUPPLY ALL THE REQUIRED INFORMATION. FILL OUT ALL BLANK SPACES CLEARLY, CONCISELY, AND COMPLETELY, AND SIGN THE APPLICATION.

C. IF YOU ARE NOT THE RECORDED OWNER OF THE PROPERTY, YOU ARE CONSIDERED THE AUTHORIZED AGENT OF THE RECORDED OWNER. IF YOU ARE FILING AS AN AUTHORIZED AGENT, SUPPLY THE INFORMATION FOR BOTH THE RECORDED OWNER AND YOURSELF, AND A LETTER AUTHORIZING YOU TO ACT AS AGENT.

RECORDED OWNER	AUTHORIZED AGENT
NAME: PRINT	NAME: PRINT
MAILING ADDRESS:	MAILING ADDRESS:
PHONE NUMBER:	PHONE NUMBER:

2. PROPERTY

MATTER OF THE REQUEST FROM _____ (ON BEHALF OF _____) FOR APPROVAL OF A VARIANCE FOR LOT _____, BLOCK _____, _____ ADDITION TO THE CITY OF GRAND FORKS, NORTH DAKOTA LOCATED _____ FOR THE PURPOSE OF VARYING THE _____ REQUIREMENT FROM _____ FEET TO _____ FEET.

3. PRESENT CONDITIONS OF PROPERTY

A. USE OF PROPERTY AND/OR BUILDINGS:

B. ZONING DISTRICT:

C. GENERAL LAND USE:

D. NON-CONFORMING CONDITIONS THAT APPLY TO THE PROPERTY (YARDS, LOT SIZE, ETC.)

4. PROPOSED VARIANCES

A. INDICATE SECTION(S) OF THE ZONING CODE FROM WHICH YOU PROPOSE VARIANCE(S):

B. Outline concisely the proposed variance(s) and why such adjustment is necessary

5. DRAWINGS

Submit an accurate scale drawing of the lot(s) and any adjacent property affected, showing, when pertinent, easements, the slope of the lot, and all existing and proposed locations of structures, streets, property lines, uses, driveways, pedestrian walks, off-street parking and loading spaces, and landscaping areas to the Zoning Administrator one week prior to the scheduled meeting.

6. STATEMENTS

A. Describe the peculiar and unusual circumstances pertaining to the physical characteristics of the property that do not apply generally to other properties in the same vicinity and in the same zoning district and that prevent the property in question from yielding a reasonable return if used or improved according to the provisions of the Land Development Code:

B. Describe how the plight of the owner is due to unique circumstances and not to the general conditions in the neighborhood which may reflect the unreasonableness of the code itself:

C. Describe how the deviation sought to be authorized by the variance will not alter the essential character of the locality nor be contrary to the intent and purpose of the code:

7. SIGNATURE

Respectfully submitted this _____ day of _____, 19_____.

OR

_____ Recorded Owner Authorized Agent

(INSPECTION DEPARTMENT USE)

A. This application is filed complete with the following:

□ Site plan □ Authorization letter by owner for action by agent □ Filing fee

B. Application is returned for corrections:

C. Action/Date: Zoning Board of Adjustments _____ Public Hearing

THIS WILL ACKNOWLEDGE RECEIPT OF FORTY-FIVE DOLLARS ($45) IN PAYMENT OF THE FEE REQUIRED FOR A VARIANCE.

DATE ; BY

TITLE:

CITY OF GRAND FORKS, NORTH DAKOTA
REQUEST FOR APPROVAL OF DETAILED DEVELOPMENT PLAN

1. APPLICANT

A. APPLICATION IS HEREBY MADE TO THE PLANNING COMMISSION OF THE CITY OF GRAND FORKS, PURSUANT TO THE PROVISIONS OF SECTION 18-0223 OF THE LAND DEVELOPMENT CODE, FOR APPROVAL OF A DETAILED DEVELOPMENT PLAN OF THE PROPERTY HEREIN DESCRIBED.

B. TO INSURE THE ACCURATE AND EFFICIENT PROCESSING OF THIS APPLICATION AND TO AVOID ERRORS AND DELAY, SUPPLY ALL THE REQUIRED INFORMATION. FILL OUT ALL BLANK SPACES CLEARLY, CONCISELY, AND COMPLETELY, AND SIGN THE APPLICATION.

C. IF YOU ARE NOT THE RECORDED OWNER OF THE PROPERTY, YOU ARE CONSIDERED THE AUTHORIZED AGENT OF THE RECORDED OWNER. IF YOU ARE FILING AS AN AUTHORIZED AGENT, SUPPLY THE INFORMATION FOR BOTH THE RECORDED OWNER AND YOURSELF, AND A LETTER AUTHORIZING YOU TO ACT AS AGENT.

RECORDED OWNER	AUTHORIZED AGENT
NAME: PRINT	NAME: PRINT
MAILING ADDRESS:	MAILING ADDRESS:
PHONE NUMBER:	PHONE NUMBER:

2. PROPERTY

MATTER OF THE REQUEST FROM _____ (ON BEHALF OF _____) FOR (PRELIMINARY) (FINAL) APPROVAL OF _____ PUD, DETAILED DEVELOPMENT PLAN, AREA _____, LOT _____, BLOCK _____, _____ ADDITION TO THE CITY OF GRAND FORKS, NORTH DAKOTA LOCATED _____ FOR THE PURPOSE OF CONSTRUCTING A

3. SIGNATURE

RESPECTFULLY SUBMITTED THIS _____ DAY OF _____, 19 _____.

OR

_____ RECORDED OWNER AUTHORIZED AGENT

_____

(FOR USE BY PLANNING DEPARTMENT)

THIS APPLICATION IS FILED COMPLETE WITH THE FOLLOWING:

□ _____ A LIST OF PROPERTY OWNERS WITHIN 400 FT. OF THE PROPERTY (R/W) INCLUDED)

□ _____ THREE PRINTS OF A PLANNED UNIT DEVELOPMENT AND A PHOTO MECHANICAL TRANSFER (PMT)

□ _____ PETITION FEE

THIS WILL ACKNOWLEDGE RECEIPT OF _____ DOLLARS ($_____) IN PAYMENT OF THE FEES REQUIRED FOR THE ABOVE TENTATIVE APPROVAL OF APPLICANT'S PETITION FOR REZONING.

DATE BY

TITLE: _____

FEE SCHEDULE

TYPE OF REQUEST	FEE	
CONVENTIONAL REZONING	$150.00	
PLANNED UNIT DEVELOPMENT:		□ METHOD #1 (FAST TRACK)
CONCEPT DEVELOPMENT PLAN	$200.00	
DETAILED DEVELOPMENT PLAN	$200.00	□ METHOD #2 (REGULAR)
AMENDMENT TO CONCEPT PLAN	$200.00	
MINOR CHANGES	$100.00	

□ _____ THREE PRINTS OF A SITE PLAN AND A PHOTO MECHANICAL TRANSFER (PMT)

TYPE OF REQUEST	FEE

~~Conventional Rezoning~~	~~$150.00~~
~~Planned Unit Development~~	
~~Concept Development Plan~~	~~$200.00~~
~~Detailed Development Plan~~	~~$200.00~~
~~Amendment to Concept Plan~~	~~$200.00~~
~~Minor Changes~~	~~$100.00~~

~~CITY OF GRANT FORKS, NORTH DAKOTA~~

~~PETITION FOR APPROVAL TO REZONE~~

~~1. APPLICANT~~

~~a. Application is hereby made to the Planning Commission of the City of Grand Forks, pursuant to the provisions of Article 10 of the Land Development Code, for approval to rezone the property herein described~~

~~b. To insure the accurate and efficient processing of this application and to avoid errors and delay, supply all the required information. Fill out all blank spaces clearly, concisely, and completely, and sign the application.~~

~~c. If you are not the recorded owner of the property, you are considered the authorized agent of the recorded owner. If you are filing as an authorized agent, supply the information for both the recorded owner and yourself, and a letter authorizing you to act as agent.~~

~~Recorded Owner~~	~~Authorized Agent~~
~~Name:~~ ~~Print~~	~~Name:~~ ~~Print~~
~~Mailing Address:~~	~~Mailing Address:~~
~~Phone Number:~~	~~Phone Number:~~

~~2. PROPERTY~~

MATTER OF THE REQUEST FROM _____ (ON BEHALF OF _____) FOR (PRELIMINARY) (FINAL) APPROVAL TO REZONE FROM _____ TO _____, LOT _____, BLOCK _____, _____ ADDITION TO THE CITY OF GRAND FORKS, NORTH DAKOTA LOCATED _____ FOR THE PURPOSE OF CONSTRUCTING A

3. SIGNATURE

RESPECTFULLY SUBMITTED THIS _____ DAY OF _____, 19 _____.

OR

RECORDED OWNER AUTHORIZED AGENT

(FOR USE BY PLANNING DEPARTMENT)

THIS APPLICATION IS FILED COMPLETE WITH THE FOLLOWING:

□ A LIST OF PROPERTY OWNERS WITHIN 400 FT. OF THE PROPERTY (R/W) INCLUDED)

□ THREE PRINTS OF A SITE PLAN AND A PHOTO MECHANICAL TRANSFER (PMT)

□ PETITION FEE

THIS WILL ACKNOWLEDGE RECEIPT OF _____ DOLLARS ($_____) IN PAYMENT OF THE FEES REQUIRED FOR THE ABOVE APPROVAL OF APPLICANT'S PETITION.

DATE BY

TITLE: ;

□ THREE PRINTS OF A SITE PLAN AND A PHOTO MECHANICAL TRANSFER (PMT)

□ PETITION FEE

TYPE OF REQUEST	FEE
CONVENTIONAL REZONING	$150.00
PLANNED UNIT DEVELOPMENT	
CONCEPT DEVELOPMENT PLAN	$200.00
DETAILED DEVELOPMENT PLAN	$200.00
AMENDMENT TO CONCEPT PLAN	$200.00

Minor Changes	$100.00

CITY OF GRAND FORKS, NORTH DAKOTA
PETITION FOR VACATION OF STREET, ALLEY, OR PUBLIC GROUND

1. APPLICANT

a. Application is hereby made to the Planning Department of the City of Grand Forks, pursuant to the provisions of the North Dakota Century Code, for a vacation in the subdivision of the property herein described.

b. To insure the accurate and efficient processing of this application and to avoid errors and delay, supply all the required information. Fill out all blank spaces clearly, concisely, and completely, and sign the application.

2. PROPERTY

Matter of the petition from of
NAME ADDRESS

and of
NAME ADDRESS

for approval to vacate
TYPE OF R/W

(adjacent to) or (lying within) Lots _____, Block _____, and Lots _____, Block _____, _____ Addition to the City of Grand Forks, North Dakota subject to a utility easement for existing _____ (type of utilities) until such time as said utilities are relocated or abandoned located _____ for the purpose of _____ Petitioners being all of the owners of property adjoining the street, alley, or public ground sought to be vacated.

3. If any of the petitioners herein is a corporation having fewer than twenty shareholders indicate or attach hereto a list of the names and addresses of all shareholders and the percentage of interest of each therein; identify the officers and the directors of such corporation.

4. If any of the petitioners is a corporation having twenty shareholders or more indicate or attach hereto a list of the names and addresses of all shareholders owning shares equal to or in excess of three percent (3%) of the proportionate ownership interest and the percentage of interest of each therein; identify the officers and directors of such corporation.

5. If any of the petitioners is a corporation, provide the state of incorporation, address of principal office, and copy of authorization to do business in the State of North Dakota.

6. If any corporate petitioner is required by law to file a statement providing substantially the information required above with any other governmental agency it may, in lieu of the above, file a duplicate of such statement or sufficient parts thereof to provide the required information.

7. If any of the petitioners is a partnership, association or joint or common venture, indicate below the name of each such partner, associate, or person and the percentage of interest of each therein.

8. If the applicant is a land trust, business trust, estate or other similar commercial or legal entity, identify any representative, person or entity holding legal title as well as each beneficiary in whose behalf title is held, including the name, address and percentage of interest of each beneficiary:

9. Have any sewers, water mains, gas, or other pipes, telephone or telegraph lines, of the municipality or the municipality's grantees of the right therefor, been located over, under, or through the area sought to be vacated?

_____ Yes _____ No

If 9, above, is answered "yes",

(a) Have such utilities been abandoned?
_____ Yes _____ No

(b) In use? _____ Yes _____ No

(c) Has utility operating such sewers, mains, lines, or pipes consented to vacation?

_____ Yes _____ No

(d) Has a perpetual easement for the maintenance of existing utilities been granted? (If so, attach copy)

_____ Yes _____ No

10. THIS REQUEST MUST BE ACCOMPANIED BY A PLAT OF SUCH PUBLIC GROUNDS, STREETS OR ALLEYS PROPOSED TO BE VACATED.

11. This petition must be signed by all petitioners and verified by the oath of at least one petitioner.

12. BELOW ARE THE SIGNATURES OF ALL PETITIONERS:

_____

_____

STATE OF NORTH DAKOTA	)	
	)	SS
COUNTY OF GRAND FORKS	)	

ON THIS _____ DAY OF _____, 19 _____, BEFORE ME, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED _____ TO ME PERSONALLY KNOWN TO BE THE SAME PERSON DESCRIBED IN AND WHO EXECUTED THE ABOVE INSTRUMENT, AND SEVERALLY ACKNOWLEDGED THAT _____ HE EXECUTED THE SAME.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 19 _____.
NOTARY PUBLIC
GRAND FORKS COUNTY,
STATE OF NORTH DAKOTA
MY COMMISSION EXPIRES:

(FOR USE BY PLANNING COMMISSION)

THIS WILL ACKNOWLEDGE RECEIPT OF SEVENTY-FIVE DOLLARS ($75.00) IN PAYMENT OF THE FEES REQUIRED FOR THE ABOVE REQUEST.

DAY _____ BY _____

TITLE

CITY OF GRAND FORKS, NORTH DAKOTA
APPLICATION FOR CONDITIONAL USE PERMIT

1. APPLICANT

A. APPLICATION IS HEREBY MADE TO THE PLANNING DEPARTMENT OF THE CITY OF GRAND FORKS, PURSUANT TO THE PROVISIONS OF ARTICLE 7 OF THE LAND DEVELOPMENT CODE, FOR A CONDITIONAL USE PERMIT IN THE ZONING DISTRICT OF THE PROPERTY HEREIN DESCRIBED.

B. To insure the accurate and efficient processing of this application and to avoid errors and delay, supply all the required information. Fill out all blank spaces clearly, concisely, and completely, and sign the application.

C. If you are not the recorded owner of the property, you are considered the authorized agent of the recorded owner. If you are filing as an authorized agent, supply the information for both the recorded owner and yourself, and a letter authorizing you to act as agent.

Recorded Owner	Authorized Agent
Name: Print	Name: Print
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:

2. PROPERTY

Matter of the request from _____ (on behalf of _____) for approval of a Conditional Use Permit for Lot _____, Block _____, _____ Addition to the City of Grand Forks, North Dakota located _____ for the purpose of constructing a (outline concisely)

3. PRESENT CONDITIONS OF PROPERTY

A. Use of property and/or buildings:

B. Zoning district:

C. General land use:

4. PROPOSED USE OF PROPERTY

A. Specific use as allowed by code

B. The proposed conditional use is provided for in Section(s) _____ of the Land Development Code.

5. DRAWINGS AND DOCUMENTS

Submit accurate scale drawing of the site, showing easements; shape and dimensions of the lot; existing and proposed locations of streets, property lines, uses, structures, building heights, floor areas, access, pedestrian walks, refuse areas, off-

~~STREET PARKING AND LOADING SPACES, LANDSCAPED AREAS, FENCES, AND WALLS; TOPOGRAPHY; AND ANY ADDITIONAL INFORMATION REQUIRED BY THE PLANNING DIRECTOR.~~

~~6. STATEMENT~~

~~INDICATE HOW THE PROPOSED USE WILL HAVE NO MORE ADVERSE EFFECT ON THE HEALTH, SAFETY, OR COMFORT OF PERSONS LIVING OR WORKING IN THE AREA, AND WILL BE NO MORE INJURIOUS, ECONOMICALLY OR OTHERWISE, TO PROPERTY OR IMPROVEMENTS IN THE SURROUNDING AREA THAN ANY USE GENERALLY PERMITTED IN THE ZONING DISTRICT:~~

~~7. SIGNATURE~~

~~RESPECTFULLY SUBMITTED THIS _____ DAY OF _____, 19 _____.~~

~~OR RECORDED OWNER AUTHORIZED AGENT~~

~~(PLANNING DEPARTMENT USE)~~

~~A. THIS APPLICATION IS FILED COMPLETE WITH THE FOLLOWING:~~

~~□ SITE PLAN □ AUTHORIZATION LETTER BY OWNER FOR ACTION BY AGENT □ FILING FEE~~

~~B. APPLICATION IS RETURNED FOR CORRECTIONS: ;~~

~~C. ACTION/DATE: PLANNING COMMISSION _____~~

~~PUBLIC HEARING CITY COUNCIL~~

~~D. CONDITIONS~~

~~THIS WILL ACKNOWLEDGE RECEIPT OF FIFTY DOLLARS ($50) IN PAYMENT OF THE FEE REQUIRED FOR A VARIANCE.~~

~~DATE BY~~

~~TITLE:~~

APPENDIX C

RESERVED.

SECTION III. EFFECTIVITY

This ordinance shall be in full force and effective after its passage and approval as provided by

law.

Brandon Bochenski, Mayor

ATTEST:

Maureen Storstad, City Auditor

Introduction and first reading:
Public Hearing:
Second Reading and final passage:
Approved:
Published: Not required by law.