



Development Checklist

Planned Unit Development (PUD)

McKenzie County, ND Planning & Zoning Department
(701) 444-2420, pandz@co.mckenzie.nd.us

All items listed below need to be submitted to the McKenzie County Planning and Zoning Department in 1 packet in order to begin the CUP process. All items must have approval (email accepted) from the appropriate party. **If project does not begin within 1 year from approval of the CUP, it will expire and you will need to restart the application process.**

1. Completed Application (attached)
2. ND Department of Health (Storm Water Program): Dallas Grossman dgrossma@nd.gov (701) 328-5242 (www.ndhealth.gov) **Permit required prior to CUP approval**
3. State Food & Lodging: Julie Wagendorf (701) 328-2523 foodandlodging@nd.gov (man camps, hotels, restaurants, etc.)
4. McKenzie County Weed Control Officer: Amber Higgins (701) 842-4131 weedcontrol@co.mckenzie.nd.us (attached)
5. McKenzie County Engineer: (County Road or Approach Permit) (701) 444-7427 permits@co.mckenzie.nd.us
6. ND DOT - If on State Highway (Highway Road Approach Permit) <https://www.dot.nd.gov/>
7. ND Industrial Commission: Gunther Harms (701) 774-4380 gdharms@nd.gov
8. School Districts – From your district (only for subdivisions)
9. A list of all adjacent property owners **(within** Select Distance **of the property lines of the project) and their address.**
10. **Fee Payment - \$ 1,200.00**

Email approval from the following – send an email with an explanation of your project and ask if there are any concerns

1. Emergency Manager: Karolin Jappe (701) 444-7483 kjappe@co.mckenzie.nd.us
2. Fire Districts – **From your district:** <https://county.mckenziecounty.net/Department/Emergency/Emergency-Management/Local-Area-Fire-District-Information>
3. McKenzie County Sheriff's Department: (701) 444-3654: 911coordinator@co.mckenzie.nd.us
4. Township Acknowledgement **from your Township:** <https://county.mckenziecounty.net/Department/Townships>

Please submit one copy of each of the following materials to the planning department with your application and above required materials.

- Copy of Water Permit Application to North Dakota Department of Environmental Quality
- Copy of Construction Permit Application to State of North Dakota
- Plat Map(s)
- **Detailed** Site Plan (to include a landscaping, fencing, and security lighting plan)
- Building Plans/Floor Plans
- Title Report/Ownership Acknowledgement/Lease or Purchase Agreement
- A photograph of the site (a screenshot from Google will be sufficient).

*** All applications/required materials need to be submitted prior to 12 noon on the 15th of each month (for the next month's meeting) No late or incomplete applications will be allowed on the next month's meeting agenda. If the 15th of the month is on a weekend or we are closed, applications will need to be submitted the work day before.**

DEVELOPMENT CHECKLIST CONTACT INFO

Water and Sewer:

- McKenzie County Rural Water: <https://county.mckenziecounty.net/Department/Water> (701) 842-2821
- ND Dept. of Health (Water, Sewer for 15 or more (subdivision): Karl Rockeman krockema@nd.gov (701) 328-5225
- Upper Missouri District Health: Dana Brekhus danab@umdhu.org (701) 774-6407 or (701) 774-6400
- State Water Commission (private wells): (701) 328-2750
- Watford City Water: (701) 444-2533

Township: - <https://county.mckenziecounty.net/Department/Townships> **choose your district**

ND DOT: - (Highway Road Approach Permit) <https://www.dot.nd.gov/>

- **Dickinson:** 1700 3rd Ave W Ste. 101 Dickinson, ND 58601 (701) 227-6500
- **Williston:** 605 Dakota Pkwy W. PO Box 698 Williston, ND 58802 (701) 774-2700

School Districts: - <https://econdev.mckenziecounty.net/why-mckenzie-county/education/> **choose your district**

- McKenzie County #1: PO Box 589 Watford City, ND 58854 (701) 444-3626
- Alexander: PO Box 66 Alexander, ND 58831 (701) 828-3334
- Yellowstone: 301 2nd St S. Fairview, MT 59270 (406) 844-5649
- Earl: 995 E Bennie Pier Rd Sidney, MT 59270 (406) 565-2249
- Horse Creek: 1812 Horse Creek Road Cartwright, ND 58838 (701) 828-3080

Fire Districts: - <https://county.mckenziecounty.net/Department/Emergency/Emergency-Management/Local-Area-Fire-District-Information> **choose your district**

Other Resources:

- Tax Director: (701) 444-3616 Ext 4 kpaulson@co.mckenzie.nd.us
- McKenzie County Treasurer: (701) 444-3616 Ext 3 ejohnsrud@co.mckenzie.nd.us
- Recorder: (701) 444-3616 Ext 4 kpaulson@co.mckenzie.nd.us
- Montana Dakota Utilities: (800) 638-3278
- McKenzie Electric: (701) 444-9288
- Reservation Telephone Company (RTC): (701) 862-3115
- Auditor: (701) 444-3616 Ext 3 ejohnsrud@co.mckenzie.nd.us
- US Post Office: June Pemberton (406) 450-5480 (**Suggested if assigned a new address**)
- Army Corps of Engineers: 204 1st St Riverdale, ND 58565 (701) 654-7414
- City of Alexander: 701-828-3461-Brandi Gillespie cityofalexander@ruggedwest.com
- City of Arnegard: (701) 586-3500
- City of Watford: (701) 444-2533
- ND Department of Health: 600 E Boulevard Ave Bismarck, ND 58505 (701) 328-2368

McKenzie County Website: <https://county.mckenziecounty.net/>

McKenzie County GIS: <https://mckenziecounty.maps.arcgis.com/home/index.html>

McKenzie County Address Request: <https://county.mckenziecounty.net/usfiles/AddressRequestForm.pdf>

Planned Unit Development Application



Fee - \$ 1,200.00

Application Date: _____

McKenzie County Permit # _____ (office use only)

Name of Applicant: _____ Phone # _____

Mailing Address: _____ Email: _____

Property Owner on Record: _____ Phone # _____

Mailing Address: _____ Email: _____

Agent/Engineer/Surveyor: _____ Phone # _____

Mailing Address: _____ Email: _____

Township: _____

Existing Zoning: _____ Comprehensive Plan: _____

Existing Use: _____ Proposed Conditional Use: _____

Surrounding Land Uses: _____

Parcel Number(s): _____

Legal Description of property:

Quarter Section _____ Section _____ Township _____ Range _____

Planned Unit Development Application

- Please provide a one paragraph narrative description of development project:

Please provide documents as required on the Development Checklist

In order to be considered a Planned Unit Development (PUD), you must comply with Section 3.9 of the McKenzie County Ordinance. (Attached)

Signature required on last page of this application

3.9 PLANNED UNIT DEVELOPMENT DISTRICT

3.9.1 Intent

The purpose of the Planned Unit Development (PUD) district is to serve as an alternative to conventional zoning and development approaches and processes.

The PUD is a design and development technique which allows flexibility to create a development or project which may not be required to adhere to standards set elsewhere in this Ordinance, provided the overall development unit fits the general nature of the district and reflects creative and efficient use of structures and open space.

A PUD may be used as an instrument to allow flexibility in areas of the county where existing structures and developments, as well as non-conforming uses exist in an attempt to clean up areas and bring such developments into compliance.

A PUD is to provide enhancements to the project that could not be achieved through standard zoning. This could include greater open space, amenities or other features.

The following are goal and objectives of the PUD district:

- 1) Encourage innovations and flexibility in residential, commercial, and industrial development so that greater opportunities for better housing of all types and design, recreation, shopping, and employment may extend to all citizens and residents;
- 2) Provide for necessary commercial and industrial facilities to be conveniently located near housing;
- 3) Reflect changes in the technology of land development so that resulting economies may be made available to those who need homes and to encourage more efficient use of land and public and private services;
- 4) Encourage a more creative and flexible approach in the utilization of land in order to accomplish a more efficient, aesthetic, and desirable development that may be characterized by special features of the geography, topography, size, or shape of a particular property;
- 5) Provide a compatible, stable, developed environment in harmony with that of the surrounding area; and
- 6) Insure that increased flexibility of substantive regulations be administered in such a way as to encourage the disposition of proposals for land development without undue delay.

The preceding purposes shall be balanced so that each PUD shall consist of a harmonious selection of uses and groupings of buildings, parking areas, circulation and open spaces, and shall be designed as an integrated unit, in such manner as to constitute a safe, efficient, and convenient urban area development.

3.9.2 PUD Design Principles

- 1) Residential Layout – Dwelling units in a PUD often include access to a large shared open space surrounding the house as well as a smaller private yard. These large protected open spaces are created by the layout of the buildings and are intended for use by all residents of the developments. Different housing types including single family, duplex, and multiple-family dwellings are often mixed rather than separated as is done in standard zoning.
- 2) Street Patterns - Street patterns are one of the most important elements in establishing the neighborhood character of a residential community. Most non-PUD developments focus on obtaining maximum frontage for lot sizes and maximum flow of traffic on all streets. However, in order to dispel the monotony of the typical grid plan street pattern, a PUD often employ a hierarchy of street types based on usage. Local streets serve only residences and have a low traffic volume, while collector streets connect local streets to arterials, which are the major routes of travel throughout a PUD.
- 3) Combining Design Features - It is in the ability to design each of these components simultaneously that makes a PUD unique and effective. Each of the elements work together to enhance the whole. This represents a major advantage over traditional zoning practices that force lots to be planned in accordance with broad rules that may allow for some incompatibility.

3.9.3 PUD Application and Plan

The submittal of a PUD application requires a physical plan, images and narrative explaining and showing the location of each of the underlying zoning areas and outlining the standards and requirements that will apply to each of those zones. The PUD allows deviation from standard zoning the plan should state the underlying zoning and what standards will be followed in each of the zones and where it will deviate.

One of the purposes of a PUD is to set out parameters so that the resulting development is more desirable to the County than if the standard zoning were to be applied. The PUD provides flexibility in the design to be creative in preserving the natural environment and enhancing and unifying design elements throughout the development.

The PUD plan shall include a narrative, maps, and images to show the character, intent and standards of the PUD.

The narrative and plans shall show, explain and outline the following:

- 1) The physical characteristics of the site and surrounding land uses.
- 2) The proposed land uses.
 - a) Allowed uses and prohibited uses.
 - b) Setbacks and heights.
 - c) Densities.
- 3) Open space quantity and amenities provided.
- 4) Design standards.
 - a) Architectural standards.
 - b) Street widths.
 - c) Site furniture (manufacturers' cut sheets showing proposed street furniture, lighting, playground equipment and other amenities).
 - d) Signage.
 - e) A statement addressing compatibility and impacts of the proposed development on adjacent properties.
- 5) Land use site plan.
 - a) Location and size of each land uses.
 - b) Open space, parks, trails and pedestrian access.
 - c) Street layout and design.
- 6) Infrastructure.
 - a) Roads, drives and access.
 - i) Internal road network.
 - ii) Road access points.
 - iii) Road construction on and off of the site.
 - iv) Road maintenance.
 - v) Paving or dust control frequency and method.

- b) Water supply.
 - c) Sewage system.
 - d) Storm water management plan.
 - e) Utility provisions for electrical, natural gas, telephone, internet, and cable services.
- 5) Phasing.
- a) Phasing plan showing each stage of development.
 - b) Timeframe for construction and installation of infrastructure and structures.
 - c) Phasing triggers for the commencement and completion of each phase.
- 6) Maintenance.
- a) A home owners association or other mechanism shall be created by the developer through covenants to insure the continued financial responsibility of the maintenance.
 - b) The developer shall prepare a budget for the annual maintenance cost of roads, open space, and other amenities provided in the PUD. Each parcel or lot owner shall pay an equitable share.
 - c) The developer shall be responsible for all maintenance until one half (1/2) plus one of the parcel or lots in the PUD are sold.

The Planning Director may require additional information and as deemed necessary. A PUD or sections of the PUD may be subject to a reclamation bond if deemed necessary by the Planning Commission.

3.9.4 PUD as Mechanism to Legitimize and Improve Existing Developments

The PUD may be used to address areas in the County that were developed prior to zoning or areas where work force housing was approved adjacent to shops and other incompatible uses. The intent of using the PUD in these cases is to clean-up, improve and enhance the quality of existing developments. The resulting development needs to demonstrate how the improvements are more desirable than just eliminating the incompatible and undesirable uses. The PUD is to provide enhancements to the project that could not be achieved through standard zoning. This could include greater open space, amenities or other features.

In addition to the requirements as outlined above a PUD to legitimize and improve existing developments shall give details to the following:

- 1) Site clean-up.
- 2) Fencing and screening of equipment and storage yards.
- 3) Method of separation of housing from other uses.
- 4) Safety procedures and methods as they relate to housing location.
- 5) Site improvements.
- 6) Additional amenities provided in work force housing areas.

3.9.5 Minimum PUD Area

Minimum PUD area shall be five (5) acres

Applicant Signature: _____ Date: _____

Planning & Zoning Signature: _____ Date: _____

McKenzie County Weed Management Plan

Purpose: This is a simplified weed management template that is specifically designed for small properties/areas. It is designed to assist in controlling noxious weeds by documenting areas at risk whether it be currently infested or could possibly become infested in the future. This weed management template is also to assist in coordinating efforts between McKenzie County Weed Control and landowners/operators/developers to accomplish noxious weed control goals in McKenzie County. A copy of this weed management plan will be kept on file with McKenzie County Weed Control as well as with all parties involved in the ownership and/or management of the property.

Date: _____

Circle or Check One: PRIVATE _____ COMMERCIAL _____

Name of Landowner: _____

**Name of Party Responsible
for Weed Control if Different than Landowner:** _____

Address of Responsible Party: _____

Phone Number: _____ **Email Address:** _____

Approximate Size of Property: _____

Legal Description of Property: _____

Purpose of Property: _____

Surface Movement for Commercial Construction Purposes: Circle or check one

Scoria _____ Manure _____ Dirt _____ Sand _____ Gravel _____

Construction _____ Other _____

1.0 Management Goals:

Management goals describe the purpose/use of the property and what you are trying to achieve. Having clear management goals is key to developing a weed management plan. (The minimum amount required by North Dakota and McKenzie County Weed Law is to mow noxious weeds to prevent them from going to seed. Another management goal may be to restore an area with native vegetation. Management goals might also include preventing contamination and/or spread of noxious weeds due to mining or storage of construction materials by a yearly or bi-yearly application of herbicide.)

Please list your management goals as they apply to this property:

2.0 Weed Control Objectives:

Knowing which weed species occur on your property and where they are located is very important in developing control priorities. Weed species vary considerably in the threat that they pose to the resource values of the property. In addition, weed species vary greatly in their susceptibility to control measures. Thus, weed species that pose the greatest threat to achieving the management goals for the property and which can be most easily controlled are the highest priority for management. To create weed control objectives for your weed management plan, first search your property for weeds (if you have not already done so).

3.0 Weed Control Objectives – 3-year plan

1st Year Weed Control Objective: _____

2nd Year Weed Control Objective: _____

3rd Year Weed Control Objective: _____

4.0 Evaluating Weed Control:

After you have created weed control objectives and have begun to control the priority weed species on your property, you should evaluate the results of your control methods. This requires follow-up visits to the areas where weeds were controlled and a re-assessment of the size and density of an infestation. (For example, compare the size of the infestation after a growing season has elapsed to the size before control actions were initiated.) In most cases, the elimination of an infestation will take several years with multiple treatments per year to kill the plants and eliminate the bank of weed seeds in the soil.

ND Law 4.1-47. Control of noxious weeds.

Each Person shall do all things necessary and proper to control the spread of noxious weeds.

In signing this document, I understand that I will be responsible for noxious weed control on the property listed above.

Responsible Party Signature: _____ Date _____

McKenzie County
Weed Board Approval: _____ Date _____

Please allow 48 hours for review of this plan prior to receiving confirmation of approval.