

# Development Checklist

## Subdivisions

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

- Completed Application (attached)
- ND Department of Health (Storm Water Program): Dallas Grossman [dgrossma@nd.gov](mailto:dgrossma@nd.gov) (701) 328-5242 ([www.ndhealth.gov](http://www.ndhealth.gov)) **Permit required prior to CUP approval**
- State Food & Lodging: Julie Wagendorf (701) 328-2523 [foodandlodging@nd.gov](mailto:foodandlodging@nd.gov) (man camps, hotels, restaurants, etc.)
- McKenzie County Weed Control Officer: Amber Higgins (701) 842-4131 [weedcontrol@co.mckenzie.nd.us](mailto:weedcontrol@co.mckenzie.nd.us) (attached)
- McKenzie County Engineer: (County Road or Approach Permit) (701) 444-7427 [permits@co.mckenzie.nd.us](mailto:permits@co.mckenzie.nd.us)
- ND DOT - If on State Highway (Highway Road Approach Permit) <https://www.dot.nd.gov/>
- School Districts – From your district (only for subdivisions)
- A list of all adjacent property owners **within** Select Distance **of the property lines of the project) and their address.**
- Fee Payment – See attached fee schedule

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

- Emergency Manager: Karolin Jappe (701) 444-7483 [kjappe@co.mckenzie.nd.us](mailto:kjappe@co.mckenzie.nd.us)
- Fire Districts – **From your district:** <https://county.mckenziecounty.net/Department/Emergency/Emergency-Management/Local-Area-Fire-District-Information>
- McKenzie County Sheriff's Department: (701) 444-3654: [911coordinator@co.mckenzie.nd.us](mailto:911coordinator@co.mckenzie.nd.us)
- Township Acknowledgement **from your Township:** <https://county.mckenziecounty.net/Department/Townships>
- Each Utility providing service to the proposed subdivision.

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

- Survey
- 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 15<sup>th</sup> 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 15<sup>th</sup> 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](mailto:krockema@nd.gov) (701) 328-5225
- Upper Missouri District Health: Dana Brekhus [danab@umdhu.org](mailto: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](mailto:kpaulson@co.mckenzie.nd.us)
- McKenzie County Treasurer: (701) 444-3616 Ext 3 [ejohnsrud@co.mckenzie.nd.us](mailto:ejohnsrud@co.mckenzie.nd.us)
- Recorder: (701) 444-3616 Ext 4 [kpaulson@co.mckenzie.nd.us](mailto: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](mailto: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](mailto: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>

# Subdivision Application (Major/Minor)

- Minor - Four (4) lots or less - \$ 750.00
- Major – Preliminary Plat per zoning ordinance 6.6 & 6.7 - \$1,500.00 – **Plus \$ 25.00 per lot**
- Major – Final Plat per zoning ordinance 6.8 - \$1,500.00 – **Plus \$ 25.00 per lot**

Application Date: \_\_\_\_\_

McKenzie County Permit # \_\_\_\_\_ (office use only)

Name of Subdivision: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Engineer: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Property Owner on Record: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Attorney: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Land Surveyor: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Township: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Comprehensive Plan \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Legal Description of property:

Quarter Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

1. Has the Planning Commission granted any variance, conditional use or special permit concerning this property?      Yes    No

2. Is any variance for the Subdivision Resolution requested?    Yes    No  
If so please describe:

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3. Does the application involve a zoning application?    Yes    No  
If so please describe:

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Please include a list of all contiguous holdings in the same ownership

**Applicant 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:**

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## 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

1<sup>st</sup> Year Weed Control Objective: \_\_\_\_\_

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2<sup>nd</sup> Year Weed Control Objective: \_\_\_\_\_

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3<sup>rd</sup> Year Weed Control Objective: \_\_\_\_\_

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#### **4.0 Evaluating Weed Control:**

After you have created weed control objectives and have began 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.**