

Development Checklist

Administrative Permit

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 pandz@co.mckenzie.nd.us 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) pandz@cp.mckenzie.nd.us
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 - \$ 350.00**

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>

Administrative Permit



- Administrative Conditional Use Permit
- \$350.00 Site Plan Permit - \$ 350.00
- Utility / Communications Permit - \$ 350.00

Application Date: _____

McKenzie County Permit # _____ (office use only)

Name of Applicant: _____

Phone #: _____ Email: _____

Mailing Address: _____

Property Owner on Record: _____

Phone #: _____ Email: _____

Mailing Address: _____

Agent/Engineer/Surveyor: _____

Phone #: _____ Email: _____

Mailing Address: _____

Township: _____

Existing Zoning: _____ Comprehensive Plan _____

Existing Use: _____

Proposed Conditional Use: _____

Surrounding Land Uses: _____

Project Address: _____

Parcel Number(s): _____

Legal Description of property:

Quarter Section _____ Section _____ Township _____ Range _____

Administrative Permit

- Description of request and justification:

- Have any previous permits been applied for or granted for this property? yes No
If so please describe the nature of the request or any permits granted

- Please provide documents as required on the Development Checklist:

**Applicant Signature: _____ Date: _____

Planning & Zoning Use Only

Administrative Approval Per Ordinance: _____

Planning & Zoning Signature: _____ Date: _____

Planning Director Printed Name: _____

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:

Quarter Section _____ **Section** _____ **Township** _____ **Range** _____

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 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.