

Eddy County Planning and Zoning

Tax Equalization

524 Central Ave
New Rockford ND 58356
(701) 947-2434 Ext 2015
koconnor@nd.gov

**APPLICATION FOR
RESIDENTIAL STRUCTURE**

Permit #: _____

Date Received: _____

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.

ESTIMATED VALUE OF CONSTRUCTION: \$ _____

LEGAL DESCRIPTION OF NEW RESIDENTIAL STRUCTURE:

Qtr: _____ Section: _____ Township: _____ Range: _____

PARCEL NUMBER: _____

Address of New Residential Structure: _____

City, State Zip: _____

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

DESCRIPTION OF LOT:

Acreage: _____ # of Acres Other: _____

CURRENT ZONING:

Residential Agricultural Recreational

Commercial Industrial Vacant

PROPOSED ACTION:

New Construction Move-In Structure

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: _____

PRESENT STRUCTURES, CHECK THAT APPLY: SIZE: TOTAL NUMBER OF STRUCTURES:

- Residence/Commercial _____
- Garage _____
- Shop _____
- Storage Shed _____
- Other _____

SEWAGE DISPOSAL:*

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

* Septic and Holding Tanks require a permit from the Ramsey County District Health Unit, please attach a copy of approval.

Address: 524 4th Ave NE, Unit 9
Devils Lake, ND 58301
Phone: (701) 662-7035

WATER:*

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

*Attach a copy of approval from Ramsey County District Health Unit, Greater Ramsey Water District or Wells County Water Resource District.

STYLE OF HOME:

- Single Story 1-1/2 Story 2 Story

SQ. FOOTAGE (APPROX): _____

ARCHITECTURAL STYLE:

- A-Frame Ranch Victorian Log Cabin Modular Mobile

CONSTRUCTION TYPE: APPLICANT COMMENTS OR FURTHER INFORMATION:

- Wood Frame Wood Pole Frame Steel Frame Masonry or Concrete

FOUNDATION:

- Poured Block Wood Brick Slab

ROOF:

- Asphalt Shingle or Roll Metal

EXTERIOR WALLS:

- Wood Vinyl Brick Aluminum Other: _____

INTERIOR WALLS:

Drywall Paneled Knotty Pine Plaster Other: _____

ATTIC STYLE:

Floor & Stairs Only – Unfinished, Full, ¾, ½, ¼: _____ **FINISHED AREA (APPROX):** _____

LOFT:

¾, ½, ¼: _____ **FINISHED AREA (APPROX):** _____

BASEMENT:

Full, ¾, ½, ¼, Crawl Space: _____ **FINISHED AREA OF BASEMENT (APPROX):** _____

HEATING TYPE USED:

- Forced Hot Air: Gas or Electric: _____
- Hot Water: Baseboard or Radiant: _____
- Electric: Baseboard or Radiant: _____
- Other: _____

AIR CONDITIONING: Yes No

ROOM COUNT: Total _____

Upper: _____ Bedroom: _____

Lower: _____ Bedroom: _____

BATHROOMS:

Full: _____ 3/4: _____ 1/2: _____ No Bathrooms: _____

FLOORING TYPES:

Linoleum Carpet Hardwood Laminate Tile Other: _____

SECURITY SYSTEMS: Yes No

FIREPLACES: Yes No TYPE: _____

PORCHES: Yes No ENCLOSED OR OPEN: _____

DECK: Yes No TYPE (Concrete, Wood, Brick, Composite): _____

ADDITIONS: Yes No APPROX. SQ FOOTAGE: _____

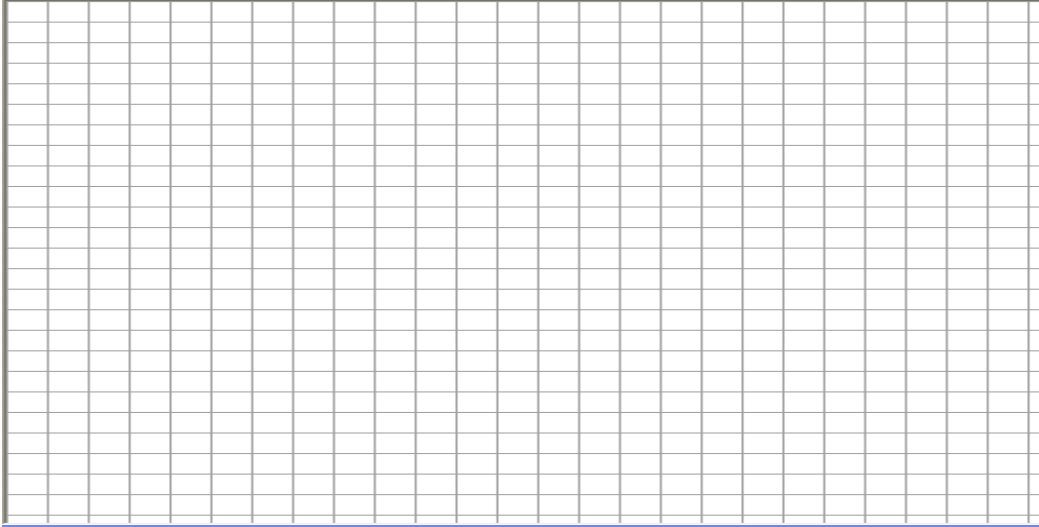
GARAGES: Yes No DETACHED (Approx. Sq Footage): _____

ATTACHED (Approx. Sq Footage): _____

LIVING QUARTERS ABOVE GARAGE: Yes No ROOM #: _____

APPROX. SQ FOOTAGE: _____

A Scale Drawing must be submitted showing the dimensions of all structures on lot with the application.



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

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 Eddy 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

Fee: \$ 10.00 paid on ____/____/____ - receipt number _____

Approved/Tax Director: YES / NO Date: ____/____/____
(Circle one):

Signature of Tax Director: _____ Date: ____/____/____

Reason for Denial (if necessary):

I have determined that the proposed development is in conformance with the local Flood Plain Management and as required by the Federal Emergency Management Agency (FEMA) Code of Federal Regulations, National Flood Insurance Program, (NFIP) 44 CFR Part 60.3(a)(1).

YES / NO
(Circle one):

Date: ____/____/____

Signature of Flood Plain Manager: _____

Date: ____/____/____

Floodplain Management is the administration of utilizing strategies and tools to prevent problems and protect people and development from flooding. The goal is to reduce the risk of current and future flooding, resulting in a more resilient county.

Reason for Denial (if necessary):

3 ARTICLE 3 GENERAL PROVISIONS

3.1 Compliance

Applications for a building permit shall be made to the County Tax Director, who may issue said “permitted use” permits. Permits other than “permitted use” shall be brought to the Zoning Commission for action. No building permit shall be issued if the actions described in the application would constitute a violation of this ordinance. Building permits shall be deemed necessary for “new” rural residential buildings or structures added to *taxable* property only as listed in the Permit Fee Schedule.

If, for any reason, a “permitted use” building permit is initially denied by the County Tax Director, the applicant shall be informed within seven days of the date of application. The applicant may then request a hearing before the Zoning Commission to appeal for a reversal of such denial or may reapply after making all changes in the application deemed necessary by the County Tax Director. If, for any reason, a building permit is initially denied by the Zoning Commission, the applicant shall be informed within seven days of the date of application. The applicant may then reapply after making whatever changes in the application deemed necessary by the Zoning Commission or appeal to a court of law. Fees for building permits are listed under the Permit Fee Schedule.

3.1.1 No building shall exceed the height or occupy a larger part of a lot area, and no lot shall be created smaller than the requirements of these regulations.

3.1.2 All existing lots at the date of adoption of these regulations shall be deemed buildable unless for the reasons of land suitability, flooding and other physical limitations contrary to the purpose of these regulations.

3.2 Amendments

The County Commission may, from time to time, amend, supplement or repeal any part of these regulations after a public notice and hearing.

3.3 Non-conforming Uses

The lawful use of a building or premises existing at the date of adoption of these regulations may be continued. Where a non-conforming use is discontinued for a period of more than twelve consecutive calendar months, any subsequent use or occupancy of such premises shall conform to these regulations. Whenever a building is destroyed or damaged by fire or other casualty to the extent of more than 60% of its market value, it shall not be restored unless said building shall conform to the provisions of the district in which it is located. Non-conforming uses shall not be expanded to occupy a larger area of land than existed at the date of adoption of these regulations unless approved by the Zoning Commission after a public hearing.

3.4 Land Suitability

No land shall be used for a purpose which is held unsuitable for the reason of flooding, soil limitations, inadequate drainage, incompatibility with adjoining uses or any condition likely to be harmful to the health, safety or welfare of the people in the area. The County Zoning Commission may require information and data to determine the land suitability. The County may consult with County and State agencies to assist in its determination.

3.5 Conditionally Permitted Uses

Where a use is classified as a conditional use under these regulations and exists at the date of adoption of these regulations, it shall be considered a permitted use. Where a use is not allowed as a conditional use or permitted use, under these regulations, and exists at the date of adoption of these regulations, it shall be considered non-conforming and shall be subject to the non-conforming buildings and use provisions.

3.6 Road and Highway Access

A permit for access to the County roads is required by the County Commission. In granting the access permit to the County roads, the County Commission may adopt rules and regulations as to the number of access points per mile, the width, construction and other features of the access to the adjoining properties. The County Commission may place conditions when granting a road access permit. Farm driveways and field access points are exempt from these provisions.

3.7 Road and Highway Setbacks

All buildings and structures shall be placed at least 100 feet from County and township right-of-ways and at least 100 feet from the County road right-of-ways for the purpose of preventing hazardous accumulations of snow and to allow for future widening of public right-of-ways. Tree plantings and shelterbelts shall be planted in accordance with the USDA-NRCS-North Dakota Field Office Technical Guide recommendations.

7 ARTICLE 7 ADMINISTRATION AND ENFORCEMENT

7.1 Organization

To administer this code, Eddy County is hereby invested in two offices, that being the County Tax Director and the Zoning Commission.

7.2 County Tax Director

The County Tax Director is a duly appointed county official authorized by the County Commission and is responsible to administer this code and to assist the Zoning Commission and the County Commission on any matter related to Zoning for and development of the County pursuant to NDCC 11-33-16.

7.2.1 Duties and responsibilities

- 7.2.1.1 Issue all “permit uses” permits and maintain records thereof.
- 7.2.1.2 Issue all “new” residential building and moving permits.
- 7.2.1.3 Maintain zoning related records and zoning district map including records of all amendments, conditional uses and variances.
- 7.2.1.4 Receive, file and forward to the Zoning Commission all applications for zoning amendments and conditional uses.
- 7.2.1.5 County Auditor to serve as secretary for the Zoning Commission.

7.2.2 Interpretation of Regulations
All questions of interpretation of this code shall be presented to the Tax Director.

7.2.3 Building Permit Applications Done by Tax Director

BUILDING PERMIT: A permit issued by the Eddy County Tax Director before and as a prerequisite to construction or erection of any “new” rural residential building subject to Eddy County Zoning Ordinance and NDCC Chapter 11-33.

Any person or persons intending to construct a “new” residential structure shall obtain a permit from the Tax Director before proceeding with the work or commencing any excavation in connection with it. These provisions shall also apply to mobile homes and manufactured homes as required to comply with the manufactured housing and building code and are required to obtain a permit from the Tax Director for placement and relocation thereof.

- 7.2.3.1 Each application for a building permit shall be accompanied by a legal description and a map showing the actual dimension of the lot to be built upon, the size and location.
- 7.2.3.2 The application shall specify the type of the residential structure, material of which it is composed, the part or portion of the lot to be occupied by the residential structure and the probable building cost, together with additional plans and specifications as may be required by the County Tax Director.

7.2.4 Building Permits

The Tax Director shall issue a building permit if the proposed building or structure conforms to zoning and building provision of this code. Replacement of roofs, siding, windows, and decks do not require a building permit. Aground buildings do not require a building permit.

7.2.5 Fees

The County Tax Director shall charge and collect a fee according to the resolution of fees and schedules established by Eddy County.