

Dickey COUNTY

PLANNING & ZONING COMMISSION

PHONE: (701) 349-3249 • FAX: (701) 349-4639 •

PO Box 215- Ellendale ND, 58436

APPLICATION FOR BUILDING & ZONING CERTIFICATE

APPLICATION: _____

DATE ISSUED: _____ EXPIRES: _____

REVISED 4/2026

INSTRUCTIONS:

1. For new buildings and additions to existing buildings, complete entire form
2. Include all necessary drawings in the space provided and attach any house plans, surveys, etc. of the property to the application
3. Return completed application and fees to the Land Use Administrator before proposed upcoming zoning meeting.

CERTIFICATE FEES: CHECK ALL THAT APPLY:

- ☐ \$ 100.00..... Single-Family Residential
☐ \$ 100.00..... Multi-Family Residential
☐ \$ 100.00..... Singlewide Mobile Home
☐ \$ 100.00..... Doublewide Mobile Home
☐ \$ 100.00..... Garage or Storage Building
☐ \$ 100.00..... Commercial Building
☐ \$ 100.00..... Industrial Building
☐ \$ 100.00..... Ag Exempt Structure
☐ \$ 200.00..... Variance
☐ \$ 200.00..... Zoning Change

LOCATION OF PROPOSED STRUCTURE:☐ Rural Dickey County

Address: _____

\$_____ Total ☐ Paid Receipt: _____

Make Check Payable to: Dickey County

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.

TYPE OF PERMIT:

- ☐ Building Permit
- ☐ Zoning Change from _____ to _____
- ☐ Variance Requested*A variance is needed if the building proposal does not meet ordinance requirements and cannot reasonably be changed to meet standards.
- ☐ Conditional Use*Use of lands or structures which are not considered a desired use of lands or structures within a described zoning district.

*Please complete the additional conditional use form and return it with this zoning application.

ESTIMATED VALUE OF CONSTRUCTION AND IMPROVEMENTS:

\$ _____

LEGAL DESCRIPTION OF BUILDING SITE:

Lot: _____ Block: _____ Subdivision: _____

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

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

DICKEY COUNTY**APPLICATION FOR BUILDING & ZONING CERTIFICATE****DESCRIPTION OF LOT:**☐ Acreage or Square Feet of Parcel: _____☐ Lot Depth: _____ Lot Width: _____**PRESENT USE:**

- | | | |
|--------------------------------------|---------------------------------------|---------------------------------------|
| ☐ Residential | ☐ Agricultural | ☐ Recreational |
| ☐ Commercial | ☐ Industrial | ☐ Vacant |

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

- | | | |
|---|-------|-------|
| ☐ Residence | _____ | _____ |
| ☐ Garage | _____ | |
| ☐ Shop | _____ | |
| ☐ Storage Shed | _____ | |
| ☐ Barn/Ag Outbuildings | _____ | |
| ☐ Other | _____ | |

TOPOGRAPHY:**PREDOMINANT SOIL TYPE:** _____

- ☐ Flat
☐ Moderate Slope
☐ Hilly
☐ Steep Slope

SEWAGE DISPOSAL:*

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

* Septic and Holding Tanks require a permit from the Dickey County Health District.

Address: 205 15th St N
Ellendale, ND 58436
Phone: (701) 349-4348

WATER:*

- | | | |
|--------------------------------------|---|--|
| ☐ No Plumbing | ☐ Western Area Water | ☐ Drilling New Well |
| ☐ City Water | ☐ Existing Well | |

*Attach a copy of approval from Dickey County Health District and/or Dickey County Water Board

CURRENT ZONING:

- | | | |
|---------------------------------------|--------------------------------------|-------------------------------------|
| ☐ Agricultural | ☐ Residential | ☐ Industrial |
| ☐ Recreational | ☐ Commercial | |

PROPOSED ACTION:

- ☐ New Construction ☐ Addition to Existing Structure ☐ Move-In Structure ☐ Shelterbelt

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: _____

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

CONSTRUCTION TYPE:

- ☐ Wood Frame
☐ Wood Pole Frame
☐ Steel Frame
☐ Masonry or Concrete
☐ Dirt Floor ☐ Concrete Floor
☐ Mobile Home: Year: _____ Make & Model: _____
Serial #: _____

APPLICANT COMMENTS OR FURTHER INFORMATION:

DIMENSIONS OF STRUCTURE(S):

USE: _____ X _____ NUMBER OF STORIES: _____ WALL HEIGHT: _____

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SIDING TYPE: _____ INSULATION: ☐ Yes ☐ No

ROOF COVERING: _____ INSULATION: ☐ Yes ☐ No

FOUNDATION TYPE: _____ DEPTH: ☐ 8 Feet ☐ 4 Feet ☐ Concrete Slab

BASEMENT: ☐ Yes ☐ No TOTAL BASEMENT SQUARE FOOTAGE: _____ FINISHED SQ FT: _____

ELECTRICITY: ☐ Yes ☐ No

HEATING SYSTEM: ☐ Yes ☐ No TYPE: _____

AIR CONDITIONING: ☐ Yes ☐ No TYPE: _____

NOTE ON RESIDENTIAL DEVELOPMENT:

No lot shall contain more than one principal single family residential building, and no dwelling unit shall be built on a lot which does not abut a dedicated public right-of-way.

HIGHWAY & LOT LINE SETBACK REQUIREMENTS:

All buildings or structures shall adhere to the following public road or highway setback requirements:

- 1) The minimum setback for buildings from the centerline of all section lines and the center line of township roads shall be two hundred (200) feet.
- 2) The minimum setback for buildings from the centerline of county roads shall be two hundred (200) feet.
- 3) The minimum setback for buildings from the centerline of all state highways shall be two hundred fifty (250) feet.
- 4) The minimum setback for tree plantings from all section lines and the centerline of county roads shall be two hundred (200) feet.

AGRICULTURAL DISTRICT: **MINIMUM LOT SIZE:** 43,560SF **SIDE & REAR SETBACKS:** 70 feet

RESIDENTIAL DISTRICT SETBACKS: **FRONT:** 35 feet **SIDE:** 10 feet **REAR:** 10 feet

Note: Accessory buildings shall be smaller than the principal building and shall be limited to fifteen (15) feet in height and be located at least ten (10) feet from all lot lines.

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 Dickey 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

A Scale Drawing must be submitted showing the dimensions of all structures on lot & distance from lot lines & setback requirements. Attach additional sheets if needed. Also include photocopies of all existing floor plans, site plans, surveys, etc. with the application.

As part of the application process, the applicant shall be required to state whether the building or structure is reasonably anticipated to have a significant impact on the transportation system. A structure is deemed to have a significant impact on the transportation system if, over a period of one year, it will have an average daily usage of at least twenty-five motor vehicles whose gross weight exceeds sixty thousand pounds [27215.54 kilograms]. If the building or structure is found to have or will have a significant impact on the transportation system, the director of the Department of Transportation shall be notified by the Planning and Zoning Department and be given an opportunity to comment on the application. However, approval of the director of the Department of Transportation of the proposed structure is not required. (NDCC Section 11-33-18(2)).

PLOT PLAN

LOT REAR

LOT FRONT

Information Needed on the Plot Plan: In order to help your permit process go as quickly as possible, the following information must be clearly shown on your Plot Plan, even if it is not to scale:

- | | |
|--|--|
| ☐ North Arrow | ☐ Proposed Structure(s), with Dimensions |
| ☐ Adjacent Streets & Approach | ☐ Existing Structure(s), with Dimensions |
| ☐ Setbacks | ☐ Septic tank, drainfield, & distance from structures |
| ☐ Easements | ☐ Water well or SW water line |
- ☐ Show the distance from the proposed structure to your property line in all four directions.
- ☐ Also include photocopies of all existing floor plans, site plans, surveys, etc. with the application.