

**APPLICATION FEE AND  
SUPPORTING  
MATERIALS MUST BE  
TURNED IN TOGETHER**



**CONDITIONAL USE PERMIT APPLICATION**

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Date submitted by applicant: \_\_\_\_\_ File number: \_\_\_\_\_

Fee:    \$500   

**Name of applicant** (this should be the primary contact person for this project):

\_\_\_\_\_  
(Print name) (Sign)

Applicant's phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(Please print legibly)

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**Name of property owner** (Multiple owners must sign, there is space on the second page):

\_\_\_\_\_  
(Print name) (Sign)

Date signed: \_\_\_\_\_

Owner's phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Owner's email: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(Please print legibly)

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**Legal Description:**

\_\_\_\_\_  
\_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

Township: \_\_\_\_\_ Total acreage of property: \_\_\_\_\_ Current zoning: \_\_\_\_\_

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**Brief Description of Project:**

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**Additional Owners if any:**

I HEREBY CERTIFY UNDER PENALTY OF PERJURY AND THE LAWS OF THE STATE OF NORTH DAKOTA THAT THE INFORMATION SUBMITTED HEREIN, ON ALL OTHER FORMS, DOCUMENTS, PLANS OR ANY OTHER INFORMATION SUBMITTED AS A PART OF THIS APPLICATION ARE TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. SHOULD ANY INFORMATION OR REPRESENTATION SUBMITTED IN CONNECTION WITH THIS APPLICATION BE INCORRECT OR UNTRUE, I UNDERSTAND ANY APPROVAL BASED THEREON MAY BE RESCINDED AND OTHER ENFORCEMENT ACTION MAY BE TAKEN.

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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All applications must be submitted in person or by mail. Applications will be turned down or returned if all supporting materials are not submitted together. Additional information as requested by the Planning Director may be sent by mail or e-mail. No application will be processed, reviewed or scheduled for a public hearing if it is incomplete.

If the applicant is a corporation, LLC, an attorney, realtor or someone other than the owner, the name of the application shall remain consistent throughout the supporting materials submitted. Please contact the Planning Department by phone or e-mail with any questions.

Please provide at a minimum the following information:

- ❖ Location map,
- ❖ Sketch map,
- ❖ Plat or survey,
- ❖ Copies of state permits if applicable,
- ❖ Any information necessary to help us better understand your project,
- ❖ Signed letter from township,
- ❖ Proof of ownership. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner,