

**APPLICATION FEE AND PLAT
MUST BE TURNED IN TOGETHER
WITH APPLICATION**



VARIANCE APPLICATION

Date submitted by applicant: _____ File number: _____

Fee: **\$200**

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

(Print name)

(Sign)

Applicant's phone number: _____

Applicant's email: _____ Cell number: _____

Mailing address:

(Please print legibly)

Name of owner (Multiple owners must sign on back page):

(Print name)

(Sign)

Date signed: _____

Owner's phone number: _____

Cell number: _____

Owner's email: _____

Mailing address: _____

(Please print legibly)

Legal Description:

SECTION: _____ TOWNSHIP: _____ RANGE: _____

Township: _____ Total acreage of property: _____ Current zoning: _____



Brief Description of Project:

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SUBMITTED IN CONNECTION WITH THIS APPLICATION BE INCORRECT OR UNTRUE, I UNDERSTAND ANY APPROVAL BASED THEREON MAY BE RESCINDED AND OTHER ENFORCEMENT ACTION MAY BE TAKEN.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: _____

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 Manager 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 Division 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,
- ❖ Fee,
- ❖ 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,