



This guide to the site plan review process includes:

1. *Site Plan Process Overview*
2. *Pre-Submittal Requirements*
3. *Submittal Requirements*
4. *Application Submittal*
5. *Review fees*
6. *Review Process*
7. *Plan Review Inactivity*
8. *Site Plan Approval*
9. *Revision to Approved Site Plan*
10. *Required Permits and Agreements*
11. *Other Considerations*
12. *Required Information*

## Site Plan Process Overview

A site plan is a detailed graphic document that shows how a site will be developed. Approval of a site plan is required for:

- New multi-family projects (any structure with three (3) or more units)
- Commercial projects
- Industrial projects
- Institutional projects
- Building additions/expansion and/or accessory structures greater than 200 square feet associated with the above project types
- Expansion or installation of parking lots with five (5) or more off-street parking spaces
- Change of occupancy permit (requiring a zoning change to a more intensive zoning classification)  
– landscape plan only

**Site plan waiver request:** A site plan waiver request may be submitted for buildings, additions and accessory structures that are greater than 200

square feet but less than 2,000 square feet and parking lot construction and reconstruction projects less than 2,000 square feet in area.

For additional information regarding the site plan process, contact Will Hutchings, the Planner in the Community Development Department that coordinates the site plan review process, at 701-355-1850.

## Pre-Submittal Requirements

**Pre-site plan submittal meeting:** For large-scale or complex projects, it is suggested that a pre-application meeting be scheduled with City staff to identify issues prior to preparation and submittal of a site plan.

**Stormwater Scoping Sheet submittal:** Prior to submitting a site plan or site plan waiver request, a pre-submittal [stormwater management scoping sheet](#) (SM-04) must be submitted to the City Engineer. The scoping sheet must be submitted a minimum of seven (7) days prior to the site plan submittal. The City Engineer will review the basic project information submitted and will add information to the scoping sheet regarding the required point(s) of analysis and level of effort required for the post-construction stormwater management permit (PCSMP). A copy of the completed scoping sheet is a required submittal item for a site plan and is a required component of the post-construction stormwater permit application. Conditional approval of a post-construction stormwater management permit is required prior to approval of a site plan. See more information on page 9.

## Submittal Requirements

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The site plan submitted for review includes four separate sections:

- Project scope narrative
- Site plan (civil drawings)
- Landscape plan and opinion of cost
- Completed stormwater scoping sheet (SM-04)

**Project Scope Narrative:** A written overview of the proposed project including a general description of the project, property legal description, construction schedule, current zoning, parking calculations, existing use(s), proposed use(s), landscaping, any pertinent technical considerations and phasing (if applicable).

**Site plan (civil drawings):** A site plan is a plan, drawn to scale, depicting the development of a parcel including, but not limited to, the location and relationship of structures, streets, driveways, sidewalks, open space, parking areas and utilities.

**Landscape plan:** A landscape plan, drawn to scale, depicts the placement of landscape materials, including size, species, quantities and method of installation. An opinion of cost for installation and landscape materials is also required (See page 6).

**Completed Stormwater Scoping Sheet (SM-04):** The completed scoping sheet is the only stormwater related item to be included with the site plan submittal. The full stormwater management submittals (SM-01, SM-04, SM-05, and SM-06) are submitted through a separate process with the City's Engineering Department and are required for site plan approval.

Copies of the City's landscaping and screening ordinance and stormwater management ordinance can be obtained from the Community Development Department – Planning Division or [City of Bismarck Zoning Ordinance](#).

Only complete submittals will be processed. A complete submittal must include: the completed application form including all of the applicant's submittal items listed on pages 7-9; contact information for the owner, applicant and consultant;

all applicable fees; a site plan; the completed stormwater scoping sheet; project scope narrative; and a landscape plan.

## Application Submittal

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Site Plans applications can be submitted via the City of Bismarck's digital land records management system, eTRAKiT. Site plan applications can also be submitted by completing an [application](#) and submitting it to the Community Development Department, Planning Division.

All applications will be reviewed using eTRAKiT. Architects, engineers and contractors must be set up with a username and password prior to using this system. Requests for set up can be submitted by calling 701-355-1840 or by sending an email to [planning@bismarcknd.gov](mailto:planning@bismarcknd.gov). If you have already set up an account, you can log into [eTRAKiT](#). Site plans and site plan waiver requests can be applied for by signing in to eTRAKiT, selecting "apply for a new project" and following the application steps.

## Review Fees

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### Site Plans within the City

- |                            |       |
|----------------------------|-------|
| - With a Landscape Plan    | \$750 |
| - Without a Landscape Plan | \$575 |

### Site Plans within the ETA

- |                            |       |
|----------------------------|-------|
| - With a Landscape Plan    | \$700 |
| - Without a Landscape Plan | \$525 |

Site Plan Waiver	\$100
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*Additional review fees apply for the stormwater review process. These charges are separate from the site plan review fees. See page 9 for more information.*

## Review Process

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The Community Development Department - Planning Division receives application submittals and the following departments and divisions will review all site plans: Building Inspections, Engineering, Fire, Forestry, Planning, Public Works, County Engineer (if ETA) and Rural Fire (if ETA).

Upon receipt of a complete submittal, the initial review typically takes ten (10) working days; however, a complex project may require additional review time. If site plan revisions are required, additional review time will also be required.

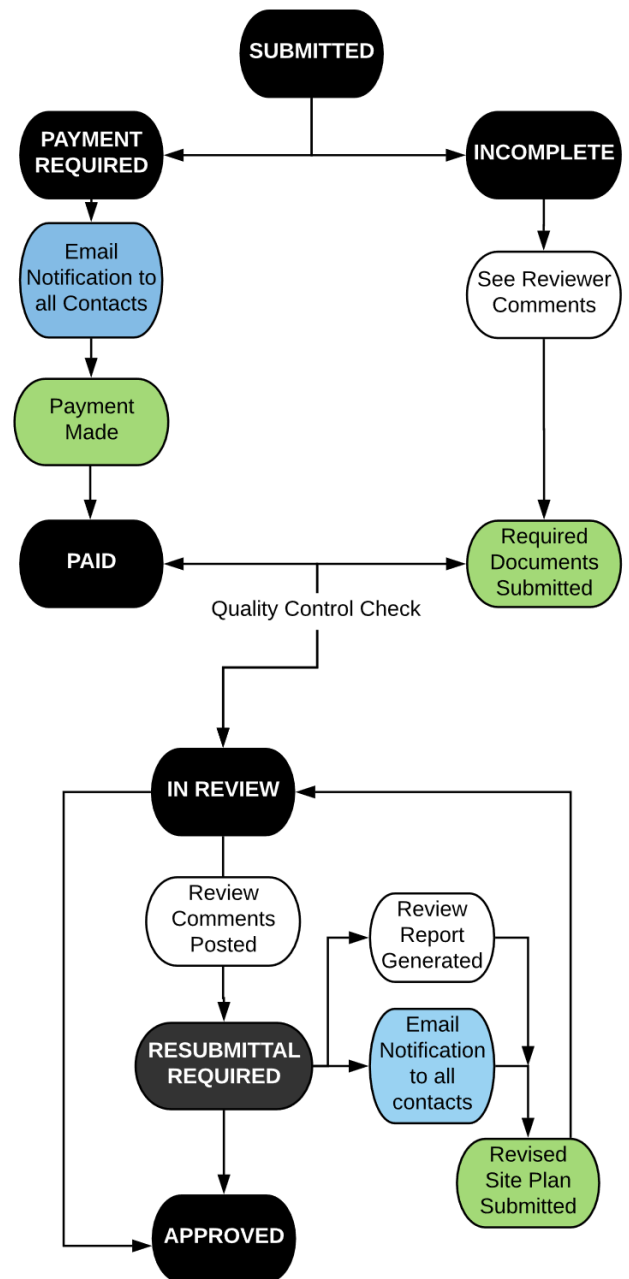
Depending on the nature of the project, additional items may be required by one or more City department(s) or division(s) to complete the review of the project.

During the review process, City staff may request revisions be made to a certain portion of the site plan in order for the plan to be compliant with all City requirements. If a revision is requested, the project status will be changed to REVISE and RESUBMIT once all initial reviews have been completed in eTRAKiT and a report with all review comments will be attached to the project attachments and viewable in eTRAKiT. A resubmittal of the entire site plan and an updated project narrative indicating all revisions made to the site plan is required.

The following infographic outlines the site plan review process from application submittal to approval.

### LEGEND

- TRAKIT PROJECT STATUS** (Black rounded rectangle): City Staff will place the Site Plan Project Status into one of these categories.
- TRAKiT Auto-Email** (Blue rounded rectangle): TRAKiT will automatically send an email to inform applicants of actions needed.
- Applicant Action** (Green rounded rectangle): Applicant will take appropriate follow-up action based on posted comments and project status notification email.
- City Staff Action** (White rounded rectangle): City Staff will leave leave comments for applicant's review and action.



## Plan Review Inactivity

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A site plan that has been in the review process with no activity by the owner, applicant and/or consultant for a period of six (6) months will be deemed inactive and the project will be closed.

If it is the desire of the owner or applicant to reactivate the site plan, a new site plan and all applicable submittal items and fees must be resubmitted for review and approval.

## Site Plan Approval

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The City will provide a site plan approval letter to the property owner, with a copy forwarded to the applicant or other designated contact person.

Approval of a site plan is valid for a period of two (2) years from the date of the approval letter. A building permit will not be issued by the Building Inspections Division until it receives a copy of the site plan approval letter. The City of Bismarck accepts no responsibility for any losses, incurred costs, or damages of any kind by approval or disapproval of a site plan.

The owner, applicant and/or consultant shall submit record drawings for sanitary sewer, storm sewer and water lines if any deviation from the approved site plan occurs.

Approved site plans that include a landscape plan will be posted on the [Forestry Division's](#) website. The landscape plans will be available for download/viewing by landscape contractors and others.

## Revision to Approved Site Plan

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For any changes being considered for an approved site plan (such as changes to the parcel size, building size or location, access (size or location), parking, sidewalks, City utilities and connections, hydrant locations, grading or drainage or landscaping), contact Will Hutchings in the Community Development Department - Planning Division at 701-355-1850 to determine if a revised submittal will be required.

At the discretion of the City of Bismarck, any revision to an approved site plan, landscape plan, or storm water management features may require a full resubmittal of the site plan, landscape plan, or post-construction stormwater management permit and could result in suspension or revocation of the building permit until the revised plan(s) is approved. The owner, contractor and/or consultant shall promptly notify the Community Development Department - Planning Division of any deviation from the approved plans so that City staff may determine if a resubmittal is required. Failure to promptly notify the Community Development Department of any deviation from the approved site plan, landscape plan, or storm water management plan may result in the delay of permits or issuance of the certificate of occupancy.

In order to expedite the review process for revisions to a previously approved site plan, the following information is required:

1. Previously approved site plan with referenced callouts and narrative indicating proposed changes and justifications
2. Proposed revised site plan
3. Phasing (if proposed)

If a revision to an approved landscape plan is requested, an additional \$50 review fee is required.

## Required Permits and Agreements

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The following permits and agreements may be required in addition to site plan review.

**Building Permits:** The Community Development Department - Building Inspections Division will not issue a building permit until the site plan has been approved. The Building Inspections Division requires a separate building plan review application that may run concurrently with the site plan review process. For more information regarding the building plan review application contact the Building Inspections Division at 701-355-1465.

**Traffic Control Permit:** The request for lane closures, or the placement of job trailers, dumpsters, and building materials within the public right-of-way, requires a permit issued by the City Engineer.

Contact the Engineering Department at 701-355-1505 for more information.

**Excavation Permit:** Excavation permits are required to allow a City-bonded contractor to connect to municipal water, sanitary sewer, or stormwater facilities or to install gas, electric, or communication facilities in City right-of-way or City owned lands. The Engineering Department will not issue an excavation permit in the City of Bismarck until the site plan has been approved by the City. An excavation permit and fee are required for each connection, discharge to, or use of City utilities such as water, sanitary sewer or stormwater facilities. Contact the Engineering Department at 701-355-1505 for more information.

**Concrete Permit:** The Engineering Department will not issue a concrete permit in the City of Bismarck right-of-way for concrete work, such as sidewalk, driveway, or curb and gutter, until the site plan has been reviewed and approved by the City. A permit fee based on the contractor's estimate for right-of-way concrete costs is required for each site. Contact the Engineering Department at 701-355-1505 for more information.

**Agreement to Encroach in the City Right-of-Way:** Sites which may request private structures or facilities, such as footings, fences, sidewalks, communication lines etc. on, under, or above City of Bismarck right-of-way or easements are required to apply for an encroachment agreement and waiver. When recommended by City staff, the agreement will be submitted to the Board of City Commissioners for approval. Connections to City water, sanitary sewer or drainage facilities that run parallel to the street within the boulevard or in front of parcels owned by others will likely require an encroachment agreement. Contact Tom Kary in the Engineering Department at 701-355-1505 for more information.

**Grading Permit:** Any surface grading in the City right-of-way or an easement not otherwise included in an excavation or concrete permit will require a grading permit. This permit is applicable when moving earth in the right-of-way for elevation and soil compaction controls. Contact the Engineering Department at 701-355-1505 for more information.

**Construction Stormwater Management Permit (CSMP):** A detailed erosion and sediment control plan will include locations and dimensions of all proposed land disturbing activities by phases, locations of all stockpile areas, locations and description of all best management practices (BMPs) and a maintenance schedule for all BMPs. Land disturbance within Bismarck city limits and the City's ETA must obtain an CSMP permit from the Public Works Department. Contact the Stormwater Program Coordinator, Terry Halstengard at 701-355-1740 for more information.

**North Dakota Department of Health's Construction General Permit:** Projects that disturb one or more acres must obtain coverage under the North Dakota Department of Health's construction general permit (NDPDES Permit – NDR 100-000). This also includes projects that disturb less than one acre but are part of a larger development, such as phased residential construction. Contact the North Dakota Department of Health at 701-328-5150 for more information.

**Approach Permit:** A private approach within the public right-of-way to a roadway requires a permit. The City Engineering Department issues permits for property in city limits. Contact the City Engineering Department at 701-355-1505 for more information. The Burleigh County Highway Department issues roadway approach permits for properties located within the City's ETA. Contact the Burleigh County Highway Department at 701-204-7748 for more information.

**Street Tree Permits:** Property owners may plant street trees by obtaining a permit to plant trees on public right-of-way from the Public Works Department - Forestry Division. Permits are free of charge. A member of the Forestry Division will conduct an on-site inspection to determine where the trees can be placed, recommend species that are best suited for each site and issue the permit. A list of accepted species, cultivars, varieties and minimum width between the street-side edge of the sidewalk and the face of the curb is available on the [Forestry Division's](#) website.

Placement of trees in the boulevard area must accommodate proper spacing and minimum distances from intersections, fire hydrants, street lights,

overhead wires, driveways, mailboxes and water service lines.

Contact the Forestry Division at 701-355-1733 to schedule obtain a permit and schedule an appointment for planting trees on public right-of-way and to inquire about the cost share incentive program, Partners in Planting. The Forestry Division will begin scheduling appointments for street tree planting permits in mid-April. In most cases it is not necessary for the property owner to be present.

**Fire Alarms Permit:** Fire Alarms Permits are only required if a fire alarm control panel will be installed as part of the fire alarm system. Applications can be submitted online using eTRAKiT. Contact Fire Marshal Ron Kunda at 701-355-1400 for more information.

**Fire Sprinkler Permit:** Modifications of existing systems will require a permit. The fee will be waived if the system modification is 20 heads or less. All new fire suppression systems, regardless of size, will require a permit with applicable fees. Applications can be submitted online using eTRAKiT. Contact Fire Marshal Ron Kunda at 701-355-1400 for more information.

**Hood Suppression Permit:** A permit is required for suppression systems for areas such as special storage, computer server rooms, paint booths, kitchen hoods, etc. The installer is required to take out a fire suppression hood permit and submit a detailed diagram with supporting documentation. Fees are based on the cost of the system. Once the installation is complete, the installer is required to contact the Bismarck Fire Department for an appointment to complete an acceptance test for the system before it can be used by the facility. Applications can be submitted online using eTRAKiT. Contact Fire Marshal Ron Kunda at 701-355-1400 for more information.

**Industrial Pretreatment Permit:** New food service establishments will need to fill out a [Grease Control Questionnaire](#) and submit it to the Public Works Department's Pretreatment Program. Facilities may need to install, operate and properly maintain grease removal devices. Before installation, the size of the grease removal device needs to be approved by the Public Works Department's Pretreatment Program.

The Pretreatment Program regulates facilities whose operations result in discharges of industrial wastes to the sanitary sewer. Facilities are subject to Federal pretreatment regulations and City of Bismarck discharge ordinance limitations and pretreatment requirements. An industrial waste discharge permit may be required. Contact Bill Gefroh with the Pretreatment Program at 701-355-1763 for more information.

**Downtown Design Review:** Developments and improvements within the DC - Downtown Core or DF – Downtown Fringe zoning districts are subject to the City's downtown design review procedures and must be approved by the Renaissance Zone Authority, acting as the Downtown Design Review Committee, prior to issuance of any permits. For more information, contact Daniel Nairn in the Planning Division at 701-355-1854 for more information.

## Other Considerations

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**Opinion of Cost (landscape plan):** An opinion of cost must be provided with all landscape plans. The opinion of cost shall be sufficient to guarantee the installation of all the required landscaping elements and materials, including trees, shrubs, perennials, ornamental grasses, ground cover, rock mulch, wood mulch, top soil, edging material or any other material necessary to install the required landscaping, as well as all labor costs to implement the landscape plan.

Property owners are required to install the required landscaping prior to issuance of a certificate of occupancy. If the landscaping cannot be installed due to extenuating circumstances, such as seasonal concerns, the City will require financial assurance in an amount sufficient to guarantee the installation of the landscaping according to the approved landscape plan as outlined in Section 14-03-11 of the City Code of Ordinances (Landscaping and Screening).

If the owner does not install the required landscaping according to the approved site plan by the specified deadline, the City of Bismarck may utilize the funds to install the landscaping according to the approved landscape plan.



**Municipal Utilities:** If municipal services (sanitary sewer, water, drainage, and street improvements such as curb and gutter, lighting and paving) are not available, a petition(s) for improvements and/or a development agreement will be required. A building permit may not be issued until funding to place these utilities is secured and the installation can be completed prior to the anticipated occupancy. If the project is located within two miles of the corporate limits in the City's ETA and rural water services are desired, an agreement between the City, South Central Regional Water District and the property owner may be necessary. For additional information on petitions and development agreements, contact Linda Oster or Tom Kary in the Engineering Department at 701-355-1505.

**Traffic Issues:** Traffic issues should be considered when submitting a site plan. In addition, submittal of potential trip generation information for the proposed use(s) may be required. Based on the trip generation information submitted, a traffic impact analysis may be required. Contact the Engineering Department at 701-355-1505 for more information.

6. Date (original and all revisions) shown on all sheets.
7. All dimensions, both linear and angular. Linear measurements should be expressed in feet and decimals of a foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, and arc distances.
8. Datum used for elevations.

#### **Existing Conditions:**

1. Parcel boundary lines of the property with dimensions and area.
2. Location of any non-access control lines, with dimensions.
3. Location, width and identification of existing easements (both public and private).
4. Building setback dimensions.
5. Existing topographical conditions shown with contour lines and labels at 1-foot increments and existing drainage patterns.
6. Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, private sewage disposal systems and any other man-made features, dimensioned and clearly distinguished from proposed improvements.
7. All adjacent and on-site street names, including dedicated right-of-way width, pavement widths, curb and gutter locations, sidewalk widths and curb ramps with or without detector panels.
8. Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, electrical, cable and phone boxes and any stormwater facilities (location and size).
9. The boundaries of the Special Flood Hazard Area (SFHA), including the floodway and floodway fringe, and streams and/or wetlands.

## **Required Information**

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The following items are required for all site plans submitted for approval.

#### **General Information:**

1. Digital (PDF) plan sets of non-reduced sheets (minimum scale of 1" = 50'). If more than one sheet is submitted, all sheets must be numbered, be of the same size and include matchlines along with an index.
2. Project summary information (must be the same as application form):
  - a. Name, address, email and telephone number of owner/developer;
  - b. Name of proposed development;
  - c. Legal description of property (Lot, Block, Addition); and
  - d. Address of property.
3. Name, address, email and telephone number of engineer, surveyor and architect.
4. North direction indicator.
5. Scale including both a graphic and numeric scale (engineer's scale preferred).

#### **Proposed Conditions:**

1. Proposed new and/or relocated municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location and size), including sidewalk trench drains. Proposed relocated private utility services such as cable or phone boxes.

2. Location of any related street lights.
3. Limits of any proposed demolition.
4. Proposed street cuts and any street land and/or sidewalk closures.
5. Proposed buildings and structures shall indicate locations, footprints, entrances, area by floor, height and number of stories, finished floor elevation, and distance of buildings from other buildings and/or property lines. The fire resistance of exterior walls, location and rating of fire walls, location of all openings and the use of automatic fire suppression systems should be clearly indicated. Underground water fire lines shall have piping size included.
6. Proposed driveways, including distance from lot lines, width at sidewalk and relationship to non-access control lines.
7. Proposed off-street parking areas, including dimensions, elevations, setbacks and number of spaces. List number of parking spaces provided and how calculated.
8. Proposed sidewalks and/or trails, both on-site and within adjacent rights-of-way, with locations and width dimensions. Proposed crosswalk ramps at corner lots and elevations of the back edge of the sidewalk every 50 feet.
9. Proposed fencing and all proposed retaining walls (location and height).
10. Trash enclosure screening material (specify material), location, size of dumpster (verify need with Public Works Department), dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation or utilities). If access to dumpster is not directly accessible from the public right-of-way, a damage claim waiver is required before service can begin.
11. Proposed fire access features, including location of hydrants, location and dimension of fire lanes (minimum width of 20 feet required when any portion of an exterior wall of the first story of the building is located more than 150 feet from the Fire Department access) and height of any overhead obstructions. If the building is greater than 30 feet in height, a fire lane minimum width of 26 feet is required. An approved turn-around for dead-ends greater than 150 feet in length is required. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical

clearance of 13.5 feet is needed to accommodate vehicles.

12. Where required, Fire Department access roads shall be installed prior to beginning construction. Access shall be approved and be an all-weather surface prior to and during construction. Documentation shall be provided for the timing of installation and maintenance throughout the project.
13. Copy of recorded common use agreement if multi-family, commercial, or industrial with separate ownership (common water, sanitary or drainage facilities, common access drives, lanes, and lots; access easements to backyard area).
14. Proposed contour lines and labels at 1-foot increments.

### **Landscape Plan:**

The following items are required for all landscape plans submitted for approval:

1. North point and scale.
2. The boundary lines of the property with dimensions and area.
3. The location of all existing and proposed driveways, parking areas, sidewalks, structures, utilities, or other features affecting the landscaping of the site.
4. The location, common name, scientific name, and size and quantity of all existing trees, shrubs or other vegetation intended for use in meeting the requirements of the City's landscaping and screening requirements.
5. The location, common name, scientific name, size and quantity of all proposed landscape materials.
6. The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City's landscaping or buffer yard requirements.
7. The location of any existing and/or proposed easements.
8. Street frontage (linear feet) north, east, south and west.
9. Required street trees (quantity) north, east, south and west.
10. Required perimeter parking lot trees (quantity) north, east, south and west.
11. Required parking lot trees (quantity).
12. Required interior parking lots shrubs (quantity).
13. Required area (in square feet) for interior landscape islands.



14. Buffer yard width (linear feet).
15. Buffer yard length (linear feet).
16. Required buffer yard evergreen trees (quantity).
17. Required buffer yard shade trees (quantity).
18. Required buffer yard shrubs (quantity).
19. Buffer yard fence material (if proposed).
20. Opinion of cost of all required landscape materials and installations.

### **Stormwater Management**

The stormwater application process follows the [Stormwater Design Standards Manual \(SWDSM\)](#) and [Title 14.1 of the City Code of Ordinances](#). The stormwater management review and approval process is separate from the site plan approval process but runs concurrently with it.

- Prior to submitting a site plan, a pre-submittal [stormwater management scoping sheet](#) (SM-04) must be submitted to the City Engineer. The scoping sheet must be submitted a minimum of seven (7) days prior to the site plan submittal. The City Engineer will review the basic project information submitted and may add information regarding the required point(s) of analysis, masterplan requirements, and level of effort required for the post-construction stormwater management permit application. A copy of the completed scoping sheet is a required submittal item of the site plan and also a required component of the Post-Construction Stormwater Management Permit (PCSM) application.
- At the time of site plan submittal, a separate review of the PCSMP submittal, as outlined in the Stormwater Design Standards Manual, will occur. Required documents for review of the PCSMP include:

- [Application, Fee, and Checklist](#) (SM-01)
- [Completed Scoping Sheet](#) (SM-04)
- [PCSM Checklist](#) (SM-05)
- [Basis of Design](#) (SM-06)
- Construction Plans

- The site plan will not be approved until conditional approval of the PCSMP has been given.
- Following conditional approval of the PCSMP and approval of the site plan, the applicant is required to obtain a large site Construction Stormwater Management Permit (CSMP) by submitting the [CSMP application](#) (SM-03). Full submittal requirements for the SM-03 can be found in Section 3.3 of the SWDSM.
- The requirements for the termination of the large site [SM-03](#) can be found in Section 7.1.4 and Section 3.3.3 of the SWDSM.
- Following construction of stormwater BMPs, a [Certification Report](#) (SM-07) and record drawings are required to be submitted to the Engineering Department.
- The Engineering Department will perform a final inspection of the site stormwater BMPs prior to the final approval of the PCSMP.

#### Stormwater Management Review Fees

- Scoping Sheet Review - \$50
- Post Construction Stormwater Management Permit Review - \$250 up to 10 acres (\$15 for each additional acre)

Contact Waylon Erdmann in the Engineering Department at 701-355-1515 for more information on the process.