

## Roland Township Pre-application Checklist for Building/Location Permits

1. **The building permit is to be completed before construction begins. We recommend that you contact the Zoning Administrator 30 days or more prior to construction date. A permit is valid for one year.**
2. **Information to gather for the permit process:**
  - (a) Legal description and address of property on which project will take place.
  - (b) Name, address and phone number of owner/s.
  - (c) Names and addresses of adjacent landowners.
  - (d) Contractor information and ND License # – if over \$4,000 project.
  - (e) General description of project, ie: new dwelling, addition, garage, storage building, fence, excavation, commercial structure, etc.
  - (f) Scale drawing with dimensions:
    - i. Dimensions of lots or acreage where the construction will take place (*available from Bottineau County Recorder*)
    - ii. Dimensions of any existing structures (*available from Bottineau County Director of Tax Equalization*)
    - iii. Dimensions of new structure – height, width, length, depth into ground (*check zoning regulations for requirements*)
    - iv. Distance from new structure to side lot lines, closest high water mark, road, sewer lines and the closest structures on adjacent lots (*check zoning regulations for requirements*)
3. **Obtain approval** for proximity to all drains, sewer lines, grinder stations and elevation above high water mark from the Lake Metigoshe Recreation Service District, 263-4624.
4. **Have above information ready to provide to:** Roland Township Zoning Administrator, 871-7255

**Arrange a pre-permit inspection appointment prior to proposed start of construction, preferably during the week. Summer is a busy time for everyone, including the zoning administrator. For best service, don't wait until the last minute.**

**Note:** If a proposed project does not meet zoning regulations in regard to an adjacent landowner's property, a Variance Agreement signed by that landowner will be necessary and is subject to approval by the Roland Township Zoning Board. Other unusual circumstances may also require review by the Zoning Board. Such projects may be approved or disapproved on a case-by-case basis. The applicant has the option to appear before the Zoning Board and present their arguments for approval. Meetings are scheduled for the second Mondays of each month at the Quilt Inn meeting room, beginning at 7:00 p.m. The March meeting may be on the 2<sup>nd</sup> Tuesday, followed by the Annual Meeting on the 3<sup>rd</sup> Tuesday.

**Zoning Regulations to Consider:** The Zoning Ordinance has details on setback requirements, generally 7 1/2' to property line (as agreed between neighbors) and/or 15' between adjacent structures, maximum lot coverage (30%), maximum residential building height (2 1/2 stories or 35'), driveway design (24' width maximum), 80% of trees within 50' of shoreline are to remain unless a variance is granted. See Ordinance Sections for further information on these and other pertinent regulations.

**Roland Township Zoning Ordinance booklet can be accessed on-line or purchased for \$5 from the Roland Township Clerk, 263-4318.**

**Township email address: [rolandtwp@srt.com](mailto:rolandtwp@srt.com)**

**<[www.rolandtwp.com/zoning](http://www.rolandtwp.com/zoning)>**