

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.**

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 or owners.
 - (c) Names and addresses of adjacent landowners.
 - (d) Name, address and phone number of contractor
 - (e) General description of project, ie: commercial, residential, agricultural, tower, new structure, addition to an existing structure, garage, storage building, fence, 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

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. **Provide above information to:**
Roland Township Zoning Administrator, 871-7255

Please call for a pre-permit inspection appointment in plenty of time 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: When 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. It is the responsibility of the applicant to come 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.

Zoning Regulations to Consider: The Zoning Ordinance has details on various setback requirements, 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 for further information on these and other pertinent regulations.

Roland Township Zoning Ordinance booklet can be accessed on-line at <www.rolandtwp.com> or purchased for \$5 from the Roland Township Clerk, 10274 Lake Rd, Bottineau, ND 58318, 263-4318

Township email address: rolandtwp@srt.com

<www.rolandtwp.com>