

**MANDAN ARCHITECTURAL REVIEW COMMISSION  
APPLICATION  
PHONE 667-3230 FAX 667-3481**

**Applicants must present 10 copies of all required documentation to the Building Inspections Department no later than 12 p.m. (noon) on the Wednesday prior to the scheduled meeting at which consideration is desired.**

1. Description of Proposed Activity: \_\_\_\_\_  
\_\_\_\_\_
2. Name of Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_
3. Name of Architect if applicable: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_
4. Name of Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_
5. Parcel Address: \_\_\_\_\_
6. Legal Description:  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
7. Zoning: \_\_\_\_\_
8. Existing Land Use: \_\_\_\_\_
9. Lot Size (Sq Ft) \_\_\_\_\_  
Existing Bldg Area (Sq Ft) \_\_\_\_\_  
Proposed Bldg Area (Sq Ft) \_\_\_\_\_
10. Estimated Cost of Project: \_\_\_\_\_

**I understand the procedures for Architectural Review and have received the checklist (see attached sheet) to be followed for approval as set forth in Chapter 111-1 of the Mandan City Code.**

**Approvals are subject to compliance with Federal, State and Local regulations.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

# CITY OF MANDAN

## CHECK LIST FOR ISSUANCE OF BUILDING PERMIT

Ten copies of the following information needs to be submitted with the application to the Building Inspections Department no later than 12 p.m. (noon) on the Wednesday prior to the scheduled meeting at which consideration is desired. Eight copies shall be no larger than 11 x 17 and two copies shall be complete sets, drawn to scale.

### A. Plot Plan - Drawn to Scale

- \_\_\_\_\_ 1. Boundaries-**Indicate North Arrow**
- \_\_\_\_\_ 2. Road(s) fronted upon
- \_\_\_\_\_ 3. Utility lines or easements-existing and planned
- \_\_\_\_\_ 4. Major topographic features-existing and planned-drainage
- \_\_\_\_\_ 5. Landscaping and major vegetative cover-existing and planned
- \_\_\_\_\_ 6. Location of structure(s) on site; existing and proposed
  - a. Includes dimensions
  - b. Includes set back distances
  - c. Includes exterior security and area lighting, **fire hydrants (must indicate if 350 feet or less from proposed project)**, etc.
  - d. Dumpsters and screen walls
- \_\_\_\_\_ 7. Vehicular and pedestrian plans.
  - a. **Parking. Include number of spaces including handicapped parking, location, hard surfacing, etc.**
- \_\_\_\_\_ 8. Signage

### B. Photos and/or Samples of Proposed Building Exterior, Including Exterior Colors

### C. Elevation Architectural Plans to Scale

- \_\_\_\_\_ 1. Elevation drawings to include ALL sides.

**D. Two Copies of the Storm Water Management Systems. This must be certified by an engineer. If not applicable, submit in writing why you think it should not affect the existing system.**

**E. The owner, whenever possible, and the contractor or a representative needs to be present at the scheduled meeting.**

The Architectural Review Board has a regularly scheduled meeting every 2<sup>nd</sup> and 4<sup>th</sup> **Tuesday at 1 p.m. in City Hall**. Applications may be accepted and/or scheduled up to the prior Wednesday at 12 p.m. (noon).