



ARCHITECTURAL REVIEW COMMISSION APPLICATION

Applications need to be submitted 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. Digital submittals will be accepted. If paper copies are submitted a copy of the following information is required. They shall be no larger than 11 x 17 and need to have complete sets, drawn to scale. Incomplete applications will not be accepted. If you have any question call the Building Inspections department at 701-667-3230.

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. Special Purpose District: _____
9. Existing Land Use: _____
10. Lot Size (Sq Ft) _____
Existing Bldg Area (Sq Ft) _____
Proposed Bldg Area (Sq Ft) _____
11. Estimated Cost of Project: _____
 - Is this project receiving incentives from the City of Mandan? Yes ___ No ___
If you are receiving incentives please indicate which programs have been applied for.

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: _____



ARCHITECTURAL REVIEW COMMISSION APPLICATION INSTRUCTIONS

1. Give a brief description of you project.
2. The contact information for the owner of the property.
3. If an Architect is used provide the contact information for the Architect.
4. The contact information for the general contractor that will be performing the work for your project.
5. The address of the parcel (lot) the work is being performed on.
6. Provide the Legal Description for the Parcel (lot).
7. The current zoning of the parcel (lot).
8. Indicate if the Parcel (lot) is located in the Downtown Core, Down Town Fringe, Gateway overlay district, or Memorial Highway overlay district. (see maps provided).
9. Describe what the parcel (lot) is currently being used for.
10. Give an exact lot size, building size, and proposed size of an addition or project size.
12. Cost for the project to include all dirt work, concrete, construction, electrical, plumbing, HVAC, landscaping, utilities, and any other costs associated with the project.
 - If this project is receiving any public funds from the city of Mandan please indicate which programs are being taken advantage of.

If you have additional question or need clarification on any of the items listed on the application please contact the Building Inspections office at 701-667-3230 and we will provide guidance on the completion of this form.



CHECK LIST FOR ARCHITECTURAL REVIEW COMMISSION APPLICATION

Applications need to be submitted 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. Digital submittals will be accepted. If paper copies are submitted ten (10) copies of the following information are required. Eight (8) copies shall be no larger than 11 x 17 and two copies shall be complete sets, drawn to scale. Incomplete applications will not be accepted. If you have any question call the Building Inspections department at 701-667-3230.

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.

Note: If your project is for exterior improvements to a building with no additions, driveway, sidewalk, landscaping, or grading to the lot only the information in sections B and C are required. Incomplete applications will not be accepted.

The Architectural Review Board has a regularly scheduled meeting every 2nd and 4th 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).



CHECK LIST FOR ARCHITECTURAL REVIEW COMMISSION APPLICATION INSTRUCTIONS

A. Plot Plan - Drawn to Scale

The plot plan must include boundaries-Indicate north arrow, road(s) fronted upon, utility lines or easements-existing and planned, major topographic features-existing and planned-drainage, landscaping and major vegetative cover-existing and planned, location of structure(s) on site; existing and proposed, dimensions, set back distances, exterior security, area lighting, fire hydrants, dumpsters and screen walls, vehicular and pedestrian plans, parking, and signage.

All aspects must be included on the plot plan to insure the commission has a clear picture of what will be happening on site and to avoid any future complications to the city and developer that may increase cost and cause delays on the project. See example plot plan.

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

Photos help the commission with the vision of the exterior of the building. Showing the current exterior as it is the day of the meeting and what the future building will look like will ensure that all aspects are covered. All though the photos provided for the expiation of an existing building or new building may not be exact it will give a good overview of the intent of the project.

Providing physical examples of the material that will be used will give the commission a better picture of the project. In certain areas of the city minimum requirements for exterior coverings are present. By providing examples of the exterior covering material will mitigate the complications of having to adhere to the requirements during construction which could cost additional money and time to the developer.

C. Elevation Architectural Plans to Scale

The elevation and Architectural drawings of the new structure or expansion to an existing structure will give further context to the project. The drawings must be in color and to scale, showing all aspects of the exterior of the project. They must be of all sides of the project and major aspects of the site that are detached from the main structure such as dumpster screening, accessory structures and landscaping when necessary.

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.

The Storm Water plan must be submitted to the city engineer for review at the time of the meeting. If the plan is not approved at the time of the meeting any action the commission takes will be contingent on the approval of the storm water plan. For specific requirements contact the city engineer.

If a storm water plan is not needed please submit information as to why it is not required and the determination of the city engineer unless no site work that involves moving dirt, installing impervious surfaces (driveway, sidewalk, ect.), or adding/removing major landscaping features is involved.

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



DOWNTOWN CORE AND FRINDGE DESCRIPTION AND MAP

Sec. 105-4-2.1. - DC Downtown Core District.

Downtown Core Location.

The following described property shall be included in the DC Downtown Core District:

In Mandan Proper Subdivision, Morton County, North Dakota in Section 27, Township 139 North, Range 81 West:

All of Blocks 3-10 and 19-22; Lots 7-12, Block 23; Lots 1-6, Block 36; Lots 7-12, Block

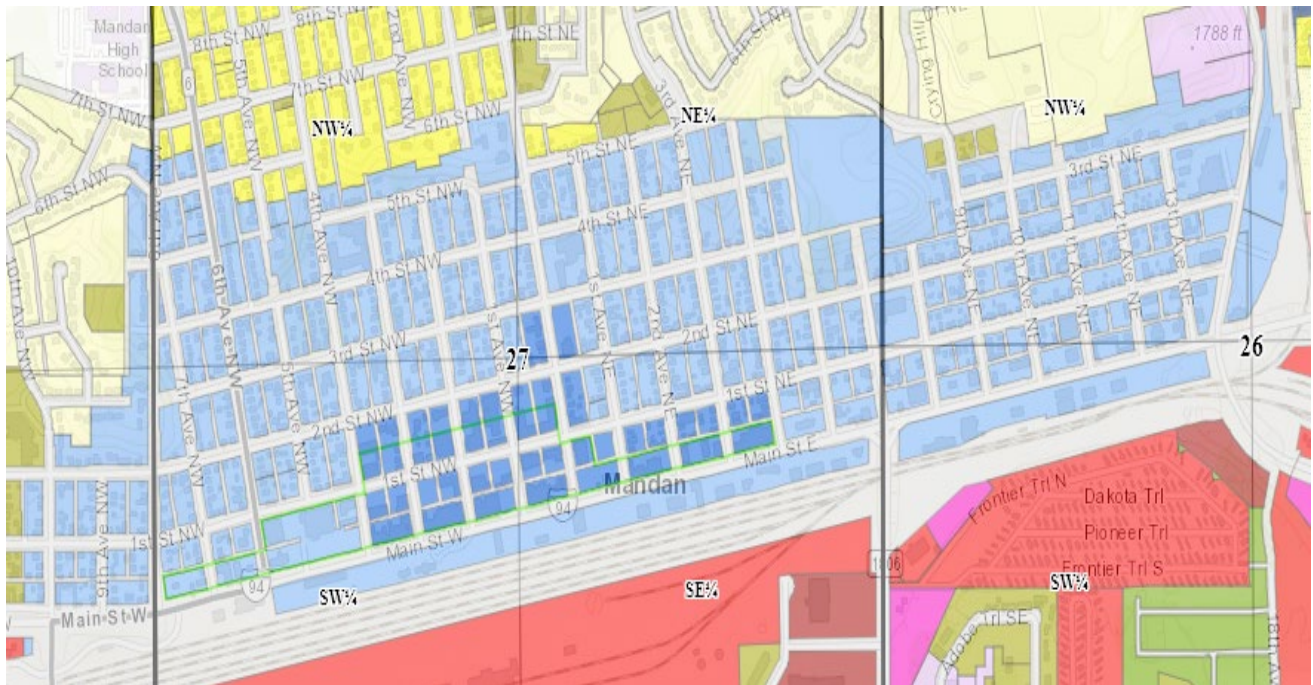
35. Sec. 105-4-2.2. - DF Downtown Fringe District.

Downtown Fringe Location.

The following described property shall be included in the DF Downtown Fringe District:

In Mandan Proper Subdivision, Morton County, North Dakota in Section 27, Township 139 North, Range 81 West:

All of Blocks 1 and 2, 11-18, 24-34, 37-58; Lots 1-6, Block 23; Lots 1-6, Block 35; Lots 7-12, Block 36.



Downtown Core is shown in dark blue.

Downtown Frindge is shown in light blue.

Downtown parking district outlined in green.

GATEWAY AND MEMORIAL HIGHWAY OVERLAY DISTRICTS

Sec. 105-4-6. - Gateway Overlay District and Memorial Highway Overlay District.

Location of the Gateway Overlay District.

The Gateway Overlay District includes properties partially or fully within 200 feet of the rights-of-way of the following corridors: I-94 and its ramps within Mandan's city limits and extraterritorial jurisdiction. Main Street west from 10th Avenue West to the western edge of the extraterritorial jurisdiction and from Mandan Avenue east to I-94; Highway 6 south from Main Street to the edge of the extraterritorial jurisdiction; Highway 1806 south from Main Street to the edge of the extraterritorial jurisdiction and north from Old Red Trail to the edge of the extraterritorial jurisdiction and Sunset Ave NW north from Old Red Trail to Highway 1806 or County 38th Street North and within the extraterritorial jurisdiction to the City of Mandan, Morton County, North Dakota

I-94 and its ramps within Mandan's city limits edge of the extraterritorial jurisdiction (Green)



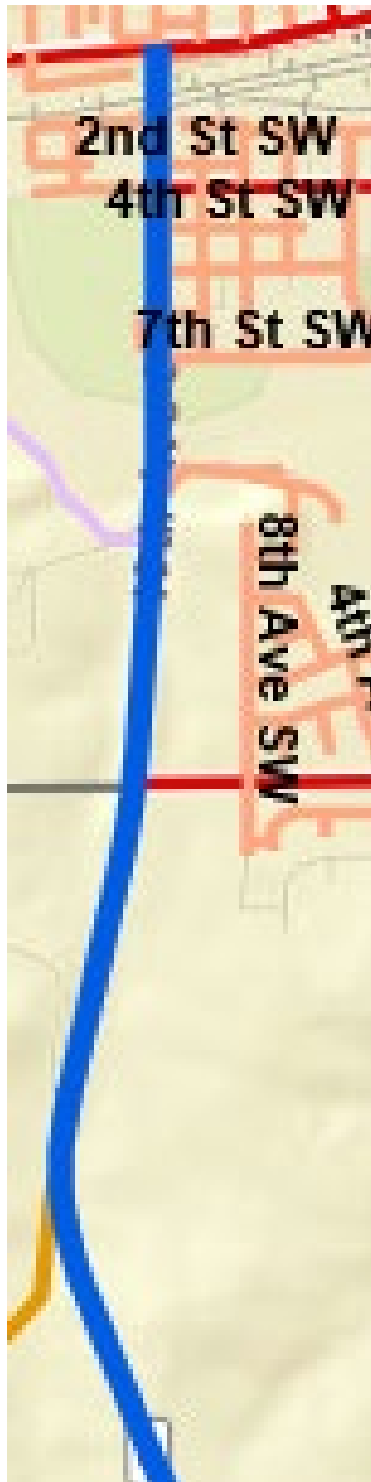
Main Street west from 10th Avenue West to the western extraterritorial jurisdiction (Green)



Main Street from Mandan Avenue east to I-94 (Green)



Highway 6 south from Main Street to the edge of the extraterritorial jurisdiction Highway (Blue)



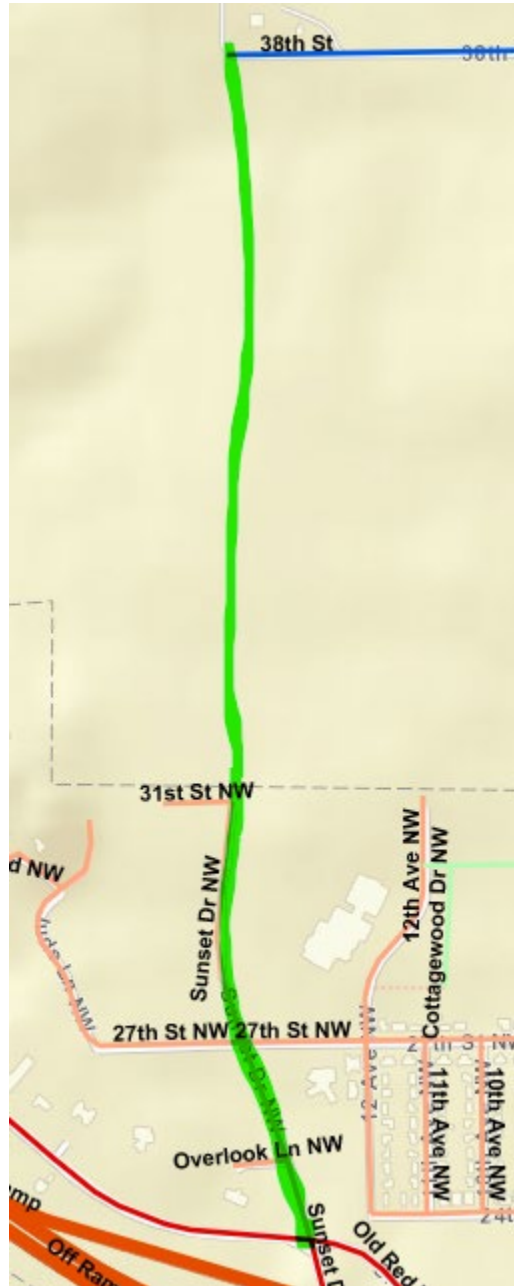
1806 south from Main Street to the extraterritorial jurisdiction (Green)



North from Old Red Trail to the edge of the edge of the extraterritorial jurisdiction (Green)



Sunset Ave NW north from Old Red Trail to Highway 1806 or County 38th Street North and within the extraterritorial jurisdiction (Green)



Location of the Memorial Highway Overlay.

The Memorial Highway Overlay District includes properties partially or fully within 200 feet of the rights-of-way of the following corridors: Memorial Highway, McKenzie Drive, 40th Avenue SE from Memorial Highway to McKenzie Drive, and 46th Avenue SE from Memorial Highway to McKenzie Drive. (Red)



PARKING

