



# McKenzie County

## Job Development Authority

### HOUSING DEVELOPMENT SUBSIDY PROGRAM APPLICATION FOR QUALIFICATION

**REQUIREMENTS:** All applications must be legible, printed in ink or typed, and suitable for reproduction. The following checklist is intended to accompany a Building Permit Application(s) for the local authority in which the property is located. Along with the Permit application(s), detailed building plans, site plan, and a professional survey of the property must be submitted. Off-site stick-built homes that are built to IRC codes and meet the building requirements detailed in this application are acceptable, as are site-built, stick-built homes. The information detailed within the following checklist will be required to be met in order to be considered for the program. Applications will be reviewed on a first-come-first-served basis and awarded participation until the allotted funding opportunity for the program has been depleted. NOTE: COMPLETED APPLICATIONS MAY BE SUBJECT TO OPEN RECORDS REQUESTS.

#### PROPERTY INFORMATION

PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	LOT #	BLOCK #
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)		IS PROPERTY ANNEXED? <input type="checkbox"/> YES <input type="checkbox"/> NO / E.T.A.	
PERMITTING AUTHORITY: <input type="checkbox"/> MCKENZIE COUNTY <input type="checkbox"/> CITY OF ALEXANDER <input type="checkbox"/> CITY OF ARNEGARD <input type="checkbox"/> CITY OF WATFORD CITY			

#### PROPERTY OWNER INFORMATION

OWNER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

#### APPLICANT INFORMATION ☐ Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

#### DEVELOPMENT REVIEW CHECKLIST

Please complete the following checklist. For items that do not pertain to the property or project, please indicate "N/A" or *Not Applicable*.

QUALIFICATION REQUIREMENTS	APPLICANT CHECKLIST	JDA STAFF REVIEW
<b>GENERAL</b>		
Local authority ( <i>County or City</i> ) Permit application(s).		
Digital (.PDF) plan sets of non-reduced sheets (minimum scale 1"=50').		
At least one full set of printed plans: standard full size (22"x24") plan set preferred but ledger (11"x17") size can also be accepted with digital set.		
All sheets within plan sets must be numbered, be of the same size, and include match lines along with an index.		
Property cannot be a part of 2020 JDA Shovel-ready Lot Program		

QUALIFICATION REQUIREMENTS		APPLICANT CHECKLIST	JDA STAFF REVIEW
<b>GENERAL</b> <i>(continued)</i>			
Project summary information including, in detail, the character and intended use of the property must be included on plans/permit application.			
Contact information for property owner(s) and contractor must be stated within the permit application and/or on the plans.			
Contractor must hold a current North Dakota Contractors License in addition to local City Contractor Business License, as applicable.			
Building plans must include engineered trusses.			
A floor plan for each story of the structure must be submitted. The dimensions and intended uses of each room should be labeled.			
Plan sets need to include footing and foundation details. ICF walls are an approved foundation as long as the foundation fasteners are spaced no more than 48" (inches) apart.			
Plans with basement foundations should include interior floor plans and indicate spaces as being finished and /or unfinished living areas.			
A professional survey of the future home site must be submitted.			
A conceptual site plan of the property must be submitted.			
<b>SURVEY REQUIREMENTS</b>			
The site survey must be stamped and signed by a registered North Dakota Public Land Surveyor.			
The professional site survey must show north arrow and the existing parcel boundary lines with dimensions and area. <i>(original platted dimensions)</i>			
Surveys must include the legal description of the property.			
All existing uses located within 300 feet of the property lines including project boundaries and adjacent property owners should be included.			
The survey must include and clearly identify the location of any <b>existing</b> easements or utilities whether public or private. The following items (but not limited to) must be shown: <ul style="list-style-type: none"> <li>• light poles/street lights</li> <li>• water and sewer mains, service lines, connections, curb stops, valves, manholes, and hydrants</li> <li>• storm water facilities including drains, inlets, and sidewalk trenches</li> <li>• electrical, cable, phone boxes</li> </ul>			
The survey must show dimensions and locations of all existing adjacent and on-site streets, <i>(with street names)</i> dedicated right-of-way width, pavement widths, curb and gutter locations, sidewalk widths, and curb ramps with or without detector panels, and existing driveways.			
Existing topographical features, contour lines for slopes, and existing drainage patterns should be included.			
Surveys must include existing boundaries of floodway, floodway fringe, 100-year floodplain, streams/rivers, and wetlands as applicable.			
<b>CONCEPTUAL SITE PLAN REQUIREMENTS</b>			
The conceptual site plan must include a North point and scale.			
The site plan must clearly indicate the distances from the proposed building to the property boundaries: front, rear, and sides. The compliance of setback regulations will be verified with the local permitting authority (County or City)			

QUALIFICATION REQUIREMENTS		APPLICANT CHECKLIST	JDA STAFF REVIEW
<b>CONCEPTUAL SITE PLAN</b> <i>(continued)</i>			
<p>Site plans must include all proposed features within the property. These features must be clearly distinguished with labels and dimensions. Features to be shown may include the following: <i>(but not limited to)</i></p> <ul style="list-style-type: none"> <li>existing and proposed buildings and accessory structures</li> <li>driveways, sidewalks, and cross adjacent public right-of-way road</li> <li>private septic system / water well locations &amp; service lines</li> <li>municipal sanitary sewer and water service lines <i>(indicate distance apart- must maintain a minimum 10' separation)</i></li> <li>municipal water service curb stop location</li> <li>municipal sanitary sewer service clean-out location</li> <li>any other man-made features within the property <i>(i.e.: retaining wall, fences, exterior stairs, decks, patios, sidewalks, trash enclosures)</i></li> </ul>			
<p>Required setback distances:</p> <p>Rear Yard _____ Ft.      Front Yard _____ Ft.</p> <p>Side Yard _____ Ft.      Side Yard _____ Ft.</p>			
<p>Actual setback distances:</p> <p>Rear Yard _____ Ft.      Front Yard _____ Ft.</p> <p>Side Yard _____ Ft.      Side Yard _____ Ft.</p>			
<b>LANDSCAPING REQUIREMENTS</b>			
<i>The landscaping plan may be submitted as a separate drawing or included within the conceptual site plan.</i>			
Landscape plan should have North point and scale.			
Plans must show existing or proposed boundary lines and existing easements with dimensions and area.			
The location of existing and proposed driveways, parking areas, sidewalks, structures, utilities, or other features must be shown.			
The location, common name, scientific name, size, and quantity of all existing and proposed trees, shrubs, and any other vegetation intended to be use for landscaping or screening must be indicated and shown within the plan.			
Plans need to indicate the location and height of any proposed earthen berms, masonry fences, retaining walls, or any other man-made features used for landscaping or buffering requirements.			
Verify landscaping and structural items at driveway entrances do not obstruct sight visibility for vehicles.			
Landscape materials and structural items placed within the sight triangle of a corner lot shall not have a height of more than 3 feet above the curb level during all stages of plant growth. Deciduous trees may be planted within the sight triangle provided they are not an obstruction of vision between 3 and 10 feet above the curb level.			
Trees or shrubs shall not be planted under utility lines wherein their ultimate height may interfere with the lowest lines			

QUALIFICATION REQUIREMENTS		APPLICANT CHECKLIST	JDA STAFF REVIEW
<b>LANDSCAPING REQUIREMENTS</b> <i>(continued)</i>			
The unimproved areas of front, sides, and rear yards must be landscaped with grass, vegetative ground cover, or xeriscaping.			
Landscaped areas shall be of adequate size to promote proper plant growth and to protect plantings from pedestrian traffic, vehicle traffic, and other types of concentrated activity.			
Landscaped areas and plantings shall be located in a manner to allow adequate room for property maintenance, utilizing a variety of tree and shrub species (native species) to provide year-round visual interest.			
<b>FLOODPLAIN DEVELOPMENT REQUIREMENTS</b>			
<p>A separate Floodplain Development Permit Application will be required to be submitted if the project falls within the following criteria:</p> <ul style="list-style-type: none"> <li>• An intermittent or perennial stream as shown on the USGS Quadrangle Map is located within 750 feet of the site.</li> <li>• FEMA Floodplain (detailed study) is located within the site limits.</li> <li>• FEMA A Zone floodplain is located within 750 feet of the site.</li> </ul>			
<b>PROPERTY REQUIREMENTS</b>			
<b>LOTS WITHIN CITY LIMITS</b>			
City properties located within R1 zoning must have a minimum lot size of 7,200 Sq. Ft. All other residential zoning districts a minimum of 5,000 Sq. Ft.			
City lot does not exceed 1 gross acre (43,560 Sq. Ft.)			
Dimensions of lot: ____ Ft. x ____ Ft. ; Total Lot Size: _____ Sq. Ft.			
Property is annexed into City limits or has the ability to be annexed.			
Property is accessible from a dedicated, paved road with curbing, gutters, and sidewalks.			
Municipal water services are available to the property.			
Municipal sanitary sewer services are available to the property.			
<b>LOTS OUTSIDE CITY LIMITS</b>			
Property is located within a County approved, platted, residential subdivision			
R1 zoned County lot size does not exceed 87,120 Sq. Ft. or 2 acres			
Property is accessible from an improved gravel road			
Property has/will have obtained Health Department approval for a private septic system			

QUALIFICATION REQUIREMENTS	APPLICANT CHECKLIST	JDA STAFF REVIEW
<b><u>PROPERTY REQUIREMENTS</u></b> <i>(continued)</i>		
McKenzie County Rural Water services are available to the property <b>-or-</b> property has/will have private water well on site		
Property is subject to a Home-Owners Association (HOA)		
<b><u>BUILDING SPECIFICATION REQUIREMENTS</u></b>		
2" x 4" interior walls		
2" x 6" interior wet walls		
30 lbs. ground snow load		
21 lbs. roof snow load		
30-year architectural shingles on roof. Must be nailed, not stapled		
Minimum 5/12 roof pitch		
Engineered trusses		
R49 ceiling insulation. R38 is acceptable if installed over exterior top plates.		
R21 wall insulation		
Low-E thermal windows		
High efficiency furnace		
Interior master water shutoff		
Minimum 12" eaves overhang on all roof lines		
Composite lap-board siding. No vinyl siding or T1-11 will be accepted.		
House wrap siding underlayment		
36" x 80" minimum front door		
Fire-rated entry door from garage into dwelling		
½" drywall walls		
5/8" drywall ceilings		
Hardwired smoke alarms and CO2 detectors with battery backup capability		
2 weather resistant exterior GFIs (front/rear)		
Minimum 1 exterior hose bib with frost free supply		
Designer custom hardwood cabinets		
Wood trim throughout interior		
36" openings upon request for wheelchair accessibility and ADA compliance		

<b>QUALIFICATION REQUIREMENTS</b>	<b>APPLICANT CHECKLIST</b>	<b>JDA STAFF REVIEW</b>
<b><u>BUILDING SPECIFICATION REQUIREMENTS</u></b> <i>(continued)</i>		
"Aging in Place" package upon request: high rise stools, roll-in shower, grab bars, removable hand-held shower heads, etc.		
1-piece tub surrounds (tile optional)		
Programmable thermostats		
5/8" plywood / OSB roof sheathing		
All floor joists must be 16" O.C. or engineered floor trusses spaced 19.2" O.C.		
Minimum 3 bedrooms		
Total # of bedrooms planned: _____		
Minimum 2 bathrooms (at least 1 full)		
Total # of bathrooms planned: _____		
Minimum 2-car attached garage		
Total # of garage stalls planned: _____		
Paved driveway if "complete infrastructure"		
Estimated Home Value: \$_____		

\*\* Please note fiberboard is not a suitable structural building material for this program.

<b><u>APPLICANT SIGNATURE</u></b>	
As the applicant, I certify that all information given within this application and checklist is correct to the best of my knowledge. I understand that if approved for the program, inspections will be required to be performed during construction in order to verify the completion of the required items detailed within the checklist. I also understand that applications for this program are reviewed on a first-come-first-served basis and understand that by submitting this application there is no guarantee of approval as a participant of the program. Approved participants will be awarded the Development Subsidy funding until the allotted program funds have been depleted.	
APPLICANT SIGNATURE: _____	DATE: ____/____/____

Return completed application to:

[dstenberg@co.mckenzie.nd.us](mailto:dstenberg@co.mckenzie.nd.us)

-or-

McKenzie County JDA  
201 5<sup>th</sup> St NW, STE 600  
Watford City ND 58854

Updated May 14, 2021