

Proposed Crew Camp / Temporary Housing Application Requirements

The following items need to be submitted with the Zoning Request Application:

1. An overall site plan, drawn to scale showing location of housing units, additional structures, setbacks, utilities, roads, parking, dumpster locations, septic tanks, drain fields and storm water retention ponds, ingress, egress, screens, buffers, fencing and any future plans for expansion.
2. A site plan showing the location of each housing unit and the identifying number which will be required to be provided on each unit in a manner to be legible 24 hours a day.
3. A North Dakota licensed engineer prepared storm water drainage plan.
4. A North Dakota Department of Health approved septic plan.
5. A North Dakota Department of Health approved fresh water plan.
6. Letter of commitment and/or copy of contract with solid waste hauler.
7. Letter of comment from Township Board of Supervisors stating they have reviewed the project, list any concerns they may have regarding the project and whether or not they support the project.
8. Letter of comment from the ambulance service providing service to the proposed site stating they have reviewed the project, list any concerns they may have regarding the project and whether or not they support the project.
9. Letter of comment from the fire department providing service to the proposed site stating they have reviewed the project, list any concerns they may have regarding the project and whether or not they support the project.
10. Letter of comment from the Mountrail County Sheriff's Office stating they have reviewed the project, list any concerns they may have regarding project and whether or not they support the project.
11. Consent to background check on owner of the housing facility.
12. Applicant's history of residency, employment and business ownership for five years prior to the date of the application. If the applicant is a partnership, this information shall be furnished for all partners; and if a corporation, whether such corporation is a subsidiary of any corporation, and, if so, the name of the parent corporation, the purposes for which the corporation was incorporated and the names and addresses of all officers, directors and managing agents and the names and addresses of all stockholders holding more than five (5) percent of the capital stock of such corporation.
13. Whether the applicant has ever engaged in the business of owning or operating a crew/temporary housing facility before; and if so, the date and locations of such ownership or operation.
14. Whether during the past five (5) years the applicant has ever been convicted of a violation of any law of the United States or any state; and, if so, names of places and courts in which such convictions were obtained.
15. Whether the applicant has any agreement, understanding or intention to have any agreement or understanding with any person to obtain for any other person or to transfer to any other person the conditional use permit obtained or use the conditional use permit for any other purpose than the specific use of the applicant, and, if so, the names and addresses of such persons and the conditions of such agreements.
16. A description of the temporary housing units, drawings if available.
17. A description of how the proposed units are to be set and/or anchored to the ground.
18. A letter from the Mountrail County Engineer's Office stating they have reviewed the plans and the roads to be constructed within the facility will meet county highway department specifications.
19. A copy of the applicant's deed and/or lease to the real property on which the crew/temporary housing facility would be located.
20. A copy of the facility's house rules, to include a background check on each resident of the facility.
21. A copy of the facility's on site security plan.

22. A copy of the facilities emergency plan to include contingencies for fire, tornado, severe weather and other natural disasters.
23. A copy of the facility's closure plan.
24. Payment of crew camp housing annual permit fee in the amount of \$1,000.00 plus \$100.00 per bed for every bed over ten (10) beds and will be assessed against the owner of the housing and not the landowner unless they are one and the same.
25. For those facilities under NDCC 57-02.4-03 an annual Mountrail County impact fee of \$1,000.00 plus \$100.00 per bed for every bed over (10) beds will be assessed against the owner of the housing and not the landowner unless they are one and the same.
26. Fees may be paid in full to the Mountrail County Planning & Zoning Office with checks made payable to Mountrail County.
27. Fees must be paid in full for all approved years prior to the building permit being issued and any improvements made to the site.
28. Provide a bond in an amount to be determined by the Mountrail County Planning & Zoning Board and/or the Mountrail County Commission.

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