

Application for Temporary Crew Housing Conditional Use Permit

Crew Camp housing requirements and regulations are outlined in Section 7.2 of the Divide County Zoning Ordinance

Planning & Zoning Commission 300 N Main Street, PO Box 49 Crosby, ND 58730 Phone: 701-965-6361 Fax: 701-965-4370	<input type="checkbox"/> Application Fee: \$200.00 <input type="checkbox"/> Approach Permit Make Checks Payable to Divide County
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APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ **Cellular:** _____

Owner (if different from applicant): _____

Mailing Address: _____

City, State, Zip: _____

* If the applicant is not the owner of record, the application must include a letter from the owner indicating their agreement with the proposed use of the property and a copy of the lease.

CREW CAMP INFORMATION

Legal Description: _____

Parcel Number: _____

Current Zoning District: _____

7.2.2 The Zoning Commission may recommend the issuance and the Divide County Commissions may approve and issue a Temporary Crew Housing Permit for a period of less than two (2) consecutive years, but in no event shall a Temporary Crew Housing Permit issue for a greater period of time than the said 2 (two) consecutive year period. At the expiration of the two (2) year period, another application for a Temporary Crew Housing Permit may be made by the same applicant for the same project and may be approved by the Divide County Commissioners.

7.2.4 Skid shacks, temporary modular housing, mobile homes, and park model homes are the only housing types allowed in Crew Camp Housing in Divide County. Mobile homes and park model homes as defined under Chapter 57-55 and Section 39-18-03.2 of the NDCC shall not be mixed with modular housing or skids shacks. Recreational Vehicles ARE NOT allowed as Crew Camp Housing within the zoning districts regulated by the Divide County Board of County Commissioners.

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Type of Crew Camp Housing:

- Industrial Modular Mobile Home
 Skid Shack Park Model Home

Number of Unit Structures: _____

Number of Beds: _____

Amenities:

- Dining Laundry Recreation

7.2.5 Application Procedure:

An application for a Temporary Crew Housing Permit shall be signed by the applicant or authorized representative and shall include the following information:

- A description of the units together with the numbering system for the same.
- A description of how the proposed units are set/and or anchored.
- A statement that all roads and/or any approaches for the same that are to be within the facility meet county specifications.
- The name and address of the applicant and contact information.
- The name and address of the onsite manager and contact information.
- A copy of lease to be used for the premises, which shall include a provision allowing law enforcement, emergency vehicles and other county and/or state agencies to enter upon the premises used for the temporary crew housing for the purposes of patrol, rendering of emergency services and inspection to ensure compliance with applicable zoning provisions.
- An occupancy list to be maintained and provided to the county 911 emergency coordinator on a weekly basis.
- Plot plans drawn to scale showing:
 - Housing units
 - Additional structures
 - Setbacks
 - Utilities
 - Drainage
 - Ingress and egress
 - Parking plans
 - Screens, buffers, and fencing.
- Unit spacing adequate to accommodate emergency services.
- List of house rules and regulations.
- On site security plan.

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- Fire and emergency evacuation plan.
- Copy of permit, or approval, issued by the North Dakota State Health Department, together with any other relevant permits or letters of approval from relevant governmental authorities and/or agencies having jurisdiction over the subject property when requested by the board, refuse disposal plan, and septic or sewer discharge plan.

- Pay an annual fee in the amount of:

A crew housing fee in the amount of \$400 per person/bed shall be assessed for any “crew housing facilities” improvements as the term “crew housing facilities” is defined in 57-02.4-01 (1) of the North Dakota Century Code. This fee shall not be assessed against mobile or manufactures homes as defined under Chapter 57-55 of the North Dakota Century Code nor any park model trailers for which the owner has paid a park model trailer fee under Section 39-18-03.2 of the North Dakota Century Code.

For any lot utilized for the purposes of allowing the placement of mobile or manufactured homes as defined under Chapter 57-55 of the North Dakota Century Code or any park model trailers for which the owner has paid a park model trailer fee under Section 39-18-03.2 of the North Dakota Century Code as “crew housing”, a “crew housing facility” fee shall not be assessed. However, an annual fee of \$0.10 per square foot for the total square footage of the site shall be assessed. Example:

$$\text{Site } 200' \times 400' = 80,000\text{SF}, 80,000\text{SF} \times 0.10 = \$8,000$$

- A copy of the closure/reclamation plans.
- Submit a surety bond for clean-up purposes using the following calculation:

The surety bond shall be calculated by requiring the sum of \$500 per occupant for which the applicant has applied in requesting a Temporary Crew Housing permit. For example, in the event that the applicant has applied for a crew housing facility that would allow a maximum of 250 occupants to be housed in the said facility or upon the said site, the bond would be calculated as follows:

$$250 \text{ occupants} \times \$500 = \$125,000$$

This bond shall be based upon the number of occupants allowed under the temporary crew housing permit and not the number of occupants actually residing in or upon said housing facilities or site. For example, in the event that a facility or site is permitted to house up to 250 occupants, but in fact, only 150 individuals actually reside in or upon the said facility or site, a surety bond in the amount of \$125,000, would still be required under this provision.

- Off-street parking shall be provided on a one-to-one ratio, one parking space for a personal vehicle and one parking space for a commercial vehicle for each occupant.

Prohibited Activities: No alcoholic beverages, illegal substances, or animals are allowed on the premises of a crew camp housing facility. No parking will be allowed between units and the site is to be maintained free of garbage and junk.

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Termination of Crew Camp Housing Permit: A Crew Camp Housing Permit is a conditional use permit subject to review by the Planning and Zoning Board at any time. The permit may be revoked, pursuant to Section 7.3 of the Divide County Zoning Ordinance, by the County Commission anytime the applicant is in non-compliance with any of the conditions set by the Planning and Zoning Board or the County Commission for the issuance of the permit.

I, the undersigned applicant for a Crew Camp Housing Permit, do hereby attest that the information contained in this application is truthful and correct to the best of my ability. I further agree to comply with all building codes and standards as established by the State of North Dakota, the requirements and conditions of this permit, and the Zoning Ordinance of Divide County. I understand that any inappropriate use of this permit may result in a civil penalty and possible revocation of the Crew Camp Housing Permit.

I certify that I am the:

- Owner
- Owner of the Crew Camp Housing Facility
- Manager of the Crew Camp Housing Facility

_____ Signature of Applicant	_____ Printed Name of Applicant	_____ Date
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FOR OFFICE USE ONLY

Application Received: _____

Application Fee Received On: _____

Reviewed by Planning & Zoning Commission: _____

Recommendation of Planning & Zoning Commission Approve Deny

Reviewed by Board of County Commissioners: _____

Action of Board of Commissioners: Approved Denied

Concerns, special conditions, additional information: