How to: Lot Modification

1.0 Getting Started: Be prepared before you log in

1.1 Know that

- eTRAKiT will time out after 20 minutes of inactivity if you have not completed your application. If you time out, when you sign-in again click *continue*. You will have to re-enter most information.

- **Do not use the browser back button.**

1.2 Setup an Account

An AEC (Architect, Engineer, Contractor) registration is required to:

- Apply for a lot modification or site plan
- Pay by invoice - if you also request a BILL ME account
- View detailed information about your application.

Contact the Community Development Department – Planning Division in one of the following ways to request an AEC account and temporary password.

In Person	City/County Office Building
Community Development Department
Planning Division
221 North 5th Street
Bismarck, ND 58506-5503
By Phone	(701) 355-1840
By Email	planning@bismarcknd.gov

1.3 Payment

- If you want to be billed (receive an invoice) by the City of Bismarck you must first open an AEC and BILL ME account by contacting the Planning Division. eTRAKiT will otherwise accept VISA, MasterCard, and Discover card payments.

- The fee for applying for a lot modification is $100.

1.4 Submittal Requirements

1.4.1 Please review the following and contact the Planning Division **prior to applying** if you have any questions:

- First visit the Bismarck Property Search to verify your project address, parcel identification number and legal description. Call the Planning Division before you apply if an address does not appear.

1.4.2 Prior to beginning your application, please have the following **ready to upload** electronically as pdfs and titled as in BOLD:

1. **EXISTING EXHIBIT** showing how parcel is to be modified, including dimensions and a scale bar - stamped and signed by a Registered Land Surveyor if a lot split or lot line adjustment (not required for lot combination).

2. **PROPOSED EXHIBIT** showing how parcel is to be modified, including dimensions and a scale bar - stamped and signed by a Registered Land Surveyor if a lot split or lot line adjustment (not required for lot combination).

3. **SIGNATURE PAGE** (if more than one property owner is involved.)

And the following are necessary to enter on the Additional Information screen:

- **EXISTING LEGAL DESCRIPTION(s)** of existing parcel(s) with square footage written as LOT, BLOCK, ADDITION/SUBDIVISION. Click HERE for existing legal descriptions.

- **PROPOSED** RESULTING **LEGAL DESCRIPTION(s)** of proposed parcel(s) with square footage written as LOT, BLOCK, ADDITION/SUBDIVISION **listed separately.**

2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is https://trakitapi.bismarcknd.gov/etrakit/ You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *services* link and the *on-line Permits - eTRAKiT* link.

3.0 Log In

3.1 Registered User Login (able to use BILL ME option upon approval by the Planning Division and having requested the Bill Me option).

3.1.1 Change login type to *Registered Contractor/Developer/Builder*. Choose company name from Username drop down list, and enter password provided for you when you registered.
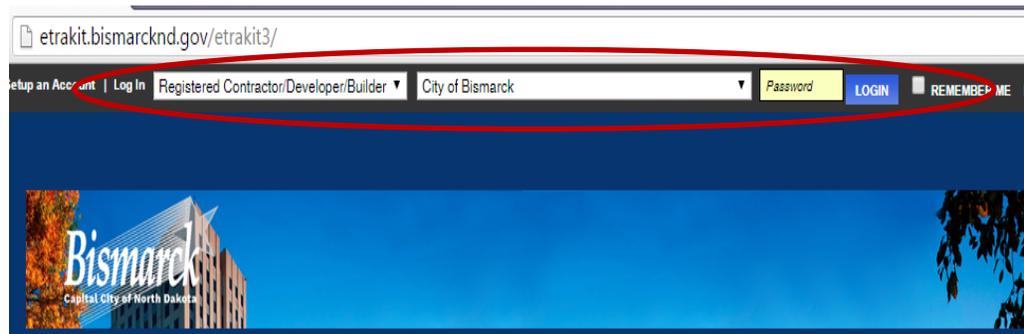
3.1.2 Click **LOGIN** button and you will be directed to change your password only the first time you login.

4.0 PROJECTS: To Apply for a Lot Modification

4.1 Select *Apply for New Project* from the Menu in the left margin. **You can only APPLY if you are a registered user.** Please call the Planning Division if you would like an AEC account which allows you to see all reviews, comment electronically, and get timely emails regarding the status of your application.

4.2 Check the box next to "I Agree" and then click Continue.

4.3 Step 1   Enter Project Information

4.3.1 Select Project Type and SubType from drop down menus.

4.3.2 Enter Project Name IN CAPS.

Naming convention for Project Name:
ADDITION/SUBDIVISION, LOT, BLOCK

4.3.3 Enter information requested. All questions marked with an asterisk (*) must be answered. If you are requesting a lot combination please reference the legal description in the REASON FOR REQUEST box and planning will 'combine' them on the application:

The number of proposed legal descriptions should match the number of proposed parcels.

4.3.4 Enter partial address and click Search. Then select the correct address for the lot modification. **You will only be able to select one address**. If you are requesting a lot combination please be sure to reference all addresses in the REASON FOR REQUEST box above, and Planning will 'combine' them manually on the application.

4.3.5 Check the next box if you are a property owner.

4.3.6 Upload the following required submittal item (as stated in **1.4.2** above) as TWO (2) or THREE (3) **separate** pdfs by clicking [Select] . Be sure to use the distinguishing file names noted below in **BOLD**:

- **SIGNATURE PAGE** of application if more than one owner is involved.

- EXHIBIT OF EXISTING PARCEL(S) Attach a pdf showing an exhibit of existing parcel(s) including dimensions and a scale bar – stamped and signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination). If there are any buildings on the property, they must also be shown with dimensions to adjacent existing property lines.
    - Please rename the attachment **EXHIBIT_EXISTING_[6 DIGIT DATE]** (use the date you are submitting the exhibit)
    - Click HERE for current legal descriptions which include Lot, Block, and Subdivision/Addition.

- EXHIBIT OF PROPOSED PARCEL(S), Attach a pdf showing an exhibit of propsed parcel(s) including dimensions and a scale bar – stamped and signed by a Registered Land Surveyor if lot split or lot line adjustment (not required for lot combination). If there are any buildings on the property, they must also be shown with dimensions to adjacent existing property lines.
    - Please rename the attachment **EXHIBIT_PROPOSED_[6 DIGIT DATE]** (use the date you are submitting the exhibit)

4.3.7 Click Upload.

4.3.8 Once an attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. If the wrong file was uploaded, it may be deleted using the associated Delete button. In order to

delete an attachment once an application is submitted you must contact the Planning Division.

4.3.9 Click Next Step.

4.4 Step 2   Contact Information

4.4.1 Enter or confirm the Applicant, Consultant contact if necessary, and Owner information. Please update contact information if the incorrect email or address automatically populated fields. Then click Next Step. Project status changes to the requested lot modification are sent via email, while approval letters are **mailed to the street addresses you provide. Please provide current mailing addresses.**

Application for a LOT MODIFICATION Project

Applicant Information

*Name	SANDRA BOGACZYK	*Phone	(701) 355-1638
*Address	221 N 5th St	*Email Address	sbogaczyk@bismarcknd.gov
*City	Bismarck		
*State	ND	*Zip	58501 -

Owner Information

*Name	BISMARCK, CITY OF	*Phone	(701) 355-1840
*Address	PO BOX 5503	*Email Address	SBOGACZYK@BISMARCKND.GOV
*City	BISMARCK		
*State	ND	*Zip	58506 - 5503

Consultant Information

Name	ENGINEERS EXTRAORDINAIRE	Phone	(701) 555-5555
Address	123 ACME AVENUE	Email Address	ENGINEERSX@ABC.COM
City	BISMARCK		
State	ND	Zip	58501 -

CLEAR

CANCEL   PREVIOUS STEP   NEXT STEP

4.5 Step 3   Review and Submit

4.5.1 If everything is correct click Submit. Otherwise, click Previous Step to edit.

4.5.2 All Contacts with an email listed will receive an email confirming that the application has been submitted.

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Application for a LOT MODIFICATION Project
Review the information below prior to submitting the application

Project Information   EDIT

Type	LOT MODIFICATION
Subtype	LOT LINE ADJUSTMENT
Description	ORIGINAL PLAT, LOTS 14-16, BLOCK 5

Location   EDIT

221 N 5TH ST
BISMARCK, ND 58501

Contacts   EDIT

Applicant Information
SANDRA BOGACZYK   (701) 355-1638
221 N 5th St   sbogaczyk@bismarcknd.gov
Bismarck, ND 58501

Owner Information
BISMARCK, CITY OF   (701) 355-1840
PO BOX 5503   SBOGACZYK@BISMARCKND.GOV
BISMARCK, ND 58506 - 6550

Consultant Information
ENGINEERS EXTRAORDINAIRE   (701) 555-5555
123 ACME AVENUE   ENGINEERSX@ABC.COM
BISMARCK, ND 58501

Fee Information

Type	Amount
LOT MODIFICATIONS	$50.00
LOT LINE ADJUSTMENT	50.00
Total Fees	**$50.00**

Attachments

Attachments:
EXISTING EXHIBIT [DATE].pdf
EXISTING EXHIBIT 122016   DELETE
PROPOSED EXHIBIT [DATE].pdf
PROPOSED EXHIBIT 122016   DELETE

To upload additional attachments click Here

CANCEL   PREVIOUS STEP   SUBMIT

4.6 Step 4   To Pay for a Lot Modification

4.6.1 Review your Checkout Summary for your Lot Modification and select PAY NOW to pay using VISA, MasterCard, or Discover card. To use the BILL ME option and receive an invoice for prompt payment **you must have already been approved to do so by the Planning Division, having previously requested an AEC account and BILL ME privileges**. An invoice will be mailed to the *Applicant's* mailing address listed in Contacts if BILL ME is chosen.

Checkout Summary

LOT MODIFICATION Project

Description	Quantity	Amount
LOT MODIFICATIONS	**1**	**$50.00**
LOT LINE ADJUSTMENT		50.00

Fees Due: $50.00

Total: $50.00

BACK TO STEP ONE   PAY NOW   BILL ME

5.0 Lot Modification REVIEW AND APPROVAL PROCESS

5.1 The review and approval process generally takes two (2) weeks. The applicant will be notified if more information is required to review the request.

5.2 If the request is approved the approval letter will be available on eTRAKiT and the *Owner* will be sent this letter via the US Postal Service.

5.3 Please note, a lot combination for a property located within the ETA will not be effective until a written requst by the *Owner* is also made to the Burleigh County Auditor.

5.4 Depending on the type of request, the approval letter may instruct you to either record required plat(s) of irregular description / auditor's plat(s) and/or make a written request to the Burleigh County Auditor to complete your request.

5.4.1 Please note, a lot split that requires a plat of irregular description/auditor's plat is not effective until the plat of irregular description/auditor's plat is recorded with the Burleigh County Recorder.

5.5 As the lot modification is reviewed, staff will provide review comments in TRAKiT. It is the responsibility of those listed as *Contacts* to monitor the comments made, and respond and/or make revisions as required by logging into eTRAKiT. (See **3.1.1**) An email is **not** automatically sent to Contacts every time a reviewer's comment is submitted, only when a project status has changed from Submitted to Incomplete or In Review or Approved. However, an email to Reviewers is generated every time a Contact submits a comment to a Reviewer, or a Contact uploads a pdf.

5.6 To check reviews and the status of your application please login as seen in **3.1.1** using your user name and password. From My Dashboard scroll down to My Active Projects and click the project number.

Hello City of Bismarck.
Below is a Dashboard of your current activities.

My Active Permits
1 total record(s). [+]

My Active Inspections
7 total record(s). [+]

My Active Projects
2 total record(s). [–]

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
CRW-PROJECT	221 N 5TH ...	ZONING CHANGE	IN REVIEW	$1,100.00		
LTMD2016-048	221 N 5TH ...	LOT MODIFICATION	SUBMITTED	$0.00		

My Active Licenses
1 total record(s). [+]

My Active Violations
1 total record(s). [+]

My Submittals Awaiting Response
2 total record(s). [+]

➢ Notice the log of attachments listed at the bottom of this Project Info tab

Project #LTMD2016-048

Attachment

Project Info	Site Info	Contacts (3)	Fees $0.00	Inspections	Reviews (1)

Description: ORIGINAL PLAT, LOTS 14-16, BLOCK 5

Type: LOT MODIFICATION

Subtype: LOT LINE ADJUSTMENT

Planner:

Status: SUBMITTED

Applied: 12/20/2016

Approved:

Closed:

Expired:

Status: 12/20/2016

Undefined:

Notes:

Attachments:
EXISTING EXHIBIT 122016   EXISTING EXHIBIT [DATE].pdf
PROPOSED EXHIBIT 122016   PROPOSED EXHIBIT [DATE].pdf

5.7 Click Reviews tab to see comments by individual reviewers.

5.8 Click each Respond or More Info link to see reviewer comments.

Project #LTMD2016-048

📎 Attachment

Project Info	Site Info	Contacts (3)	Fees $0.00	Inspections	Reviews (1)

Type	Reviewer	Status	Submitted	Completed	Due Date	
COMPLETENESS CHECK SB	Sandra Bogaczyk		12/20/2...		12/21/2...	More Info

Scroll down for the entire list.

Project #SP2015-044

📎 Attachment

Project Info	Site Info	Contacts (2)	Fees $0.00	Inspections	Reviews (15)

Type	Reviewer	Status	Submitted	Completed	Due Date	
COMPLETENESS CHECK	Hilary Balzum	COMPL...	8/6/2015	8/10/2015	8/7/2015	espond
SPR - BUILDING INSPECTI...	Brady Blaskowski	OUTST...	8/10/2015	8/28/2015	8/17/2015	Respond
SPR - ENG - CONCRETE	Dave Renner	REVISE...	8/10/2015	8/12/2015	8/17/2015	Respond
SPR - ENG - OVERALL	Linda Oster	OUTST...	8/10/2015	1/14/2016	8/17/2015	Respond
SPR - ENG - SWMP	Michael Greer	IN REVI...	8/10/2015	8/24/2015	8/17/2015	Respond
SPR - ENG - TRAFFIC	Mark Berg	IN REVI...	8/10/2015	8/18/2015	8/17/2015	Respond
SPR - ENG - UTILITIES	Dave Renner	APPRO...	8/10/2015	8/12/2015	8/17/2015	Respond
SPR - FIRE	Ron Kunda	REVISE...	8/10/2015	8/11/2015	8/17/2015	Respond
SPR - FORESTRY	Michael Miller	OUTST...	8/10/2015	9/24/2015	8/17/2015	Respond
SPR - PLANNING	Jason Tomanek	IN REVI...	8/10/2015	8/19/2015	8/17/2015	Respond
SPR - PUBLIC WORKS - SE...	Jeff Heintz	REVISE...	8/10/2015	8/10/2015	8/17/2015	Respond
SPR - PUBLIC WORKS - SWM	Terry Halsteng...	NO CO...	8/10/2015	8/16/2015	8/17/2015	Respond
SPR - PUBLIC WORKS - UT...	Keith Domke	NO CO...	8/10/2015	8/25/2015	8/17/2015	Respond

5.9 Once a project is *Approved* and then *Closed* by the Planning Division you will no longer see it on your Dashboard. You can access the project and attachments, including approval letters, by:

- Logging in
- Clicking *Search Projects* in the left column and typing an Address, Project #, or Project Type.

Permits
▸ Apply For New Permit
▸ Search Permit
▸ Pay Fees
▸ Fees Estimator
▸ View on Map

Projects
▸ Apply for New Project
▸ Search Projects
▸ Pay Fees
▸ Fees Estimator
▸ View on Map

Project Search

Search By: [Address ▾] [Begins With ▾] [_____] [SEARCH]

Address
Project #
Project Type

MAP [ON]

Thank you for your participation in our eTRAKiT online digital application process.