

Application Submission Directions:

Please Mail or Drop off the following form at the address below when completed:

**City of Dickinson
Attn: Major Subdivision Prelim. Plat
99 2nd Street East
Dickinson, ND 58601**

If you have any questions regarding the submission of this application, please feel free to contact City Hall at 701-456-7000

**MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION & SUBMITTAL
CHECKLIST
CITY OF DICKINSON, NORTH DAKOTA**

{NOTE: CHECKLIST REFLECTS THE REQUIREMENTS OF CHAPTER 34 OF THE CITY OF DICKINSON MUNICIPAL CODE}

MAJOR SUBDIVISION APPLICATION SUBMITTAL REQUIREMENTS:

DATE OF CONCEPT PLAT MEETING WITH CITY STAFF _____

The Following Items Are Due When The Application Is Submitted

- Application Fee
- **Fifteen** (15) 8½ X 11 Reductions of the Plata and **two** (2) 24x36 Inch Plat
- A digital copy of the Plat
- A written statement that, at a minimum, addresses the following:
 - If the plan proposes any new streets or roadways to access any lot;
 - If each lot abuts a public or private street;
 - If all of the land in the application is located within the corporate limits of the City of Dickinson;
 - If the Applicant owns or intends to purchase surrounding land. If so, please attach description of the property; and
 - If the neighbors been informed of the request. If so, please indicate the dates and methods used to inform them.
- All applicable information listed in the attached Major Subdivision Preliminary Plat Submittal Checklist.

MAJOR SUBDIVISION PRELIMINARY PLAT REQUIREMENTS:

___Draft Subdivision Agreement (hard copy and electronic version)

___Concept Development Plan showing the proposed location of Roadways and a Generalized Lot Layout for all adjacent land within ½ mile of the proposed Plat that is owned by the applicant.

___Preliminary Storm Water Management Plan.

___A Traffic Impact Study if required by the City Engineer.

___Additional information as required by the City Planner and/or City Engineer.

Note: Please list the additional items below. If none, enter "N/A"

___Preliminary Utility Servicing Plan if located within or adjacent to Corporate Limits including the following:

- Identity of water source;
- If the property will be served by Southwest Water District (SWD), a formal request to SWD for service.

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___ Profiles for Roads and Streets if the Proposed Plat is located outside the City's Limits but within the Urban Service Area Boundary.

A Drawing showing the following:

___ Proposed name of subdivision;

___ Location of subdivision by section, township and range, to the quarter section, or other legal description;

___ Names and addresses of property owner(s) and registered land surveyor who prepared the plat;

___ Scale of plat, which shall be one (1) inch equals one hundred (100) feet or less and shown graphically;

___ Date;

___ North point indication;

___ Boundary line of proposed subdivision indicated by a solid heavy line;

___ Total acreage within subdivision;

___ A location map inset showing the boundary of the proposed subdivision and covering the area within a one-mile radius of the subdivision;

___ Existing and proposed access points along public right-of-way within or adjacent to the subdivision. In addition, all such adjacent access points within one-quarter (1/4) mile of the subdivision shall be shown or noted if the subdivision is located within the extraterritorial jurisdiction;

___ Name, location, width of all existing or previously platted streets, including the type and width of surfacing within or adjacent to the subdivision;

___ Name, dimensions and location of any railroad right-of-way within or adjacent to the subdivision;

___ Name, dimensions and location of any utility easements within or adjacent to the subdivision;

___ Name, dimensions and location of any parks, public land or multi-use trails or crosswalks within or adjacent to the subdivision;

___ Name, dimensions and location of any permanent buildings or structures within or adjacent to the subdivision;

___ Location of any corporate boundaries within or adjacent to the subdivision;

___ Location and identification of any section lines within or adjacent to the subdivision;

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Existing water mains, storm sewers, sanitary sewers, culverts, bridges, poles, pipelines and other utility structures within or adjacent to the tract, indicating pipe sizes, grades, and exact locations, oil wells, septic tanks and outlets, farm drains inlets and outfalls;

Existing zoning of proposed subdivision and adjacent tracts of subdivided and un-subdivided land;

Boundary lines of tracts of subdivided and un-subdivided land within or adjacent to the proposed subdivision. Owners' names are not needed for adjacent tracts within the corporate limits but must be shown for any adjacent tracts within the extraterritorial jurisdiction;

Topographic contours with a minimum contour interval of two (2) feet, with indication of datum used (NGVD29 or NAVD88 with NAVD88 required for areas with current floodplain information in that datum);

100-year floodplain and floodway elevations if any portion of the subdivision is within the floodplain, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum);

Layout, numbers and dimensions of lots and blocks;

Layout of proposed streets, alleys, crosswalks and easements, showing all widths and proposed street names, proposed building setback lines with dimensions;

Location and dimensions of proposed utility easements, including easements for storm water management facilities and proposed locations of culverts and retention/detention areas, if available;

Location and dimension of all non-access lines;

Identification of parcels of land intended to be dedicated or reserved for public use, or set aside for use of property owners within the subdivision;

Fencing note for fencing along Interstate 94, arterials or drainage facilities in accordance with the Zoning Code;

Proposed deed restrictions if any;

Detailed grading plan of part or all of the area, if required by the City Engineer;

Statement of the general type of improvements required within and nearby the proposed subdivision;

Soil survey/report, if required by the City Engineer; and

Wetlands study.



CITY OF DICKINSON
99 2nd STREET EAST
DICKINSON, NORTH DAKOTA 58601
(701) 456-7744

APPLICATION NUMBER: _____
DATE: _____

MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

Project General Location: _____

Project Legal Description: {Attach metes and bounds description if property has not been final platted}

Final platted lots:

Lots(s) _____ Blocks(s) _____

_____ Addition _____ 1/4 Section _____ T _____ N R _____ E

Name of Preliminary Plat: _____

Number of Lots: _____ Number of Dwelling Units: _____ Number of Acres: _____

Will this application require any other action to complete the development? Yes No

If YES, please identify the type of application: map change text change PUD
 variance map amendment _____

NAMES, ADDRESSES, CONTACT INFORMATION AND SIGNATURES OF PROPERTY OWNERS AND APPLICANTS

Property Owner Name _____ Phone Number _____

(NOTE-The names, addresses, contact information and signatures of all properties owners must be included when this application is submitted.)

Address _____ Email _____
Street City State Zip

Property Owner Signature _____

Applicant Name _____ Phone Number _____

Address _____ Email _____
Street City State Zip

Applicant Signature _____

Contact Name _____ Phone Number _____

Address _____ Email _____
Street City State Zip

*Note: If applicant is not the owner of the premises, the owner's signature or separate written permission authorizing Applicant/Permittee to sign on behalf of the owner, must be affixed to this application. The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the premises for the purpose of review of this application.

Office Use Only

Date of Concept Plat Conference: _____ Application Complete: _____ Initial P&Z Hearing: _____

Required Fee: \$ _____ Paid by: Cash Check Receipt # _____