

Application Submission Directions:

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

**City of Dickinson
Attn: Minor 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

MINOR SUBDIVISION PLAT APPLICATION SUBMITTAL & CHECKLIST CITY OF DICKINSON, NORTH DAKOTA

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

A Minor Subdivision Plat Must Meet The Following Criteria:

- Does not require the dedication of public rights-of-way or the construction of new streets;
- Does not create any public improvements other than sidewalks;
- Does not land-lock or otherwise impair convenient ingress and egress to or from the rear or side of the subject tract or any adjacent property;
- Does not violate any local, state or federally-adopted law, ordinance, regulation, plan or policy; and
- Is part of a previously platted subdivision.

DATE OF CONCEPT PLAT MEETING WITH CITY STAFF _____

MINOR SUBDIVISION APPLICATION SUBMITTAL REQUIREMENTS:

The following items are due when the Application is Submitted

- Application Fee – See the City’s Fee Schedule
- Fifteen (15) 8½ X 11 Reductions of the Plat 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;
 - If the neighbors been informed of the request. If so, please indicate the dates and methods used to inform them; and
 - All applicable information listed in the attached Major Subdivision Preliminary Plat Submittal Checklist.

MINOR SUBDIVISION PLAT REQUIREMENTS:

___ Parks District Letter. {All applicants must appear in front of the Parks Boards prior to submittal}

___ A Storm water Management Plan in accordance with City Code.

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

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

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A drawing showing the following:

- ___ Name of subdivision of which should not duplicate or resemble any existing subdivision within the area;
- ___ Location of subdivision by section, township and range, to the quarter section, or other legal description;
- ___ Names and addresses of owners and registered land surveyor;
- ___ Scale of plat, which shall be one (1) inch equals one hundred (100) feet or less and shown graphically;
- ___ Date;
- ___ North point indication;
- ___ Basis of bearings, as derived from State Plane Coordinates;
- ___ Indication of both vertical datum and horizontal datum used for the plat;
- ___ Boundary line of subdivision based on an accurate traverse, with angular and lineal dimensions indicated;
- ___ Legal description of property being platted, including any section line right-of-way not previously deeded for plats within the extraterritorial jurisdiction;
- ___ Accurate locations of all monuments;
- ___ True angles and distances to the nearest official monuments (which shall be accurately described on the plat and not less than two (2) for subdivisions within the extraterritorial jurisdiction and not less than one (1) for subdivisions within the corporate limits). For the purpose of this requirement, an official monument is defined as a section corner or quarter corner;
- ___ Ties to a minimum of two (2) accepted State Plane Coordinates based on NAD 83 horizontal datum (adjusted 86), units of measurement international feet, ND south zone 3302;
- ___ Elevations referenced to a durable benchmark described on the plat with its location and elevation to the nearest hundredth of a foot, with indication of datum uses (NAVD88 required for areas with current floodplain information in that datum);
- ___ Exact location, width and name of all rights-of-way within and adjoining the subdivision, and the exact location of all alleys and or multi-use trails within the subdivision;
- ___ Accurate outlines and legal description of any areas (not including streets, alleys or public utility easements) to be dedicated or reserved for public use, with the purposes indicated; and of any areas to be reserved by deed covenant for common use of all property owners within the subdivision;
- ___ All easements for rights-of-way provided for public services and public utilities;

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CITY OF DICKINSON, NORTH DAKOTA

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___ All lot and block numbers and lot lines, with accurate dimensions in feet and hundredths;

___ Square footage or acreage of land within the subdivision, each individual lot, each subplot created by ghost platting, and the total area in streets. If the subdivision crosses a quarter-section line, the acreage within each quarter section must also be noted;

___ Radii, deltas, and lengths of all curves based on arc definitions;

___ Location and dimension of all non-access lines and any access points within a continuous non-access line;

___ 100-year floodplain and floodway elevations and topographic contours with a minimum contour interval of two (2) feet for the portion of the plat lying within a designated floodplain, with an indication of datum used (NAVD88 required for areas with current floodplain information in that datum);

___ For any waterways or bodies of water within or adjacent to the plat, the present shoreline locations (relative to the meander line);

___ Water elevations must be shown and dated (meander line);

___ Certification by registered land surveyor to the effect that the plat represents a survey made by him/her, or under the surveyor's direct supervision, and that the monuments shown thereon are accurate, all required monuments have been set, and that all dimensions and elevations are correct;

___ Notarized certification by the owners of the land of the adoption of the plat and the dedication of sewers, water distribution lines, streets, public areas and other improvements. If there are multiple owners, the specific lot(s) owned by each owner must be specified;

___ Proper form for the approval of the Planning Commission;

___ Proper form for the approval of the City Engineer;

___ Fencing note for fencing shall be shown in accordance with Section 34-60;

___ All restrictive airport noise, clear zone and approach zone elevations as established by the latest available data, where applicable;

___ All easements for stormwater management facilities shall be shown and dedicated in accordance with Title 14.1;

___ Border line of one-half (1/2) inch shall be provided on the top, bottom and right sides of the plat, with two (2) inches provided on the left side; and

___ Certification from Stark County that all taxes are paid in full.

___ Parks Department fees paid-in-full prior to recordation of the Final Plat



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

APPLICATION
NUMBER: _____
DATE: _____

MINOR SUBDIVISION 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: rezoning 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
<p>*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.</p>			

Office Use Only			
Date of Concept Plat Conference: _____	Application Complete: _____	P&Z Hearing: _____	
Required Fee: \$ _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check	Receipt # _____	