



**City of DICKINSON  
SUBDIVISION/PLAT  
APPLICATION**

99 2<sup>ND</sup> Street E - Dickinson, ND 58601  
Phone: 701-456-7000, 701-456-7815  
[www.dickinsongov.com](http://www.dickinsongov.com)

Application \_\_\_\_\_

## **Application Submission Directions:**

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

**City of Dickinson  
Attn: Subdivision / Plat Application  
99 2<sup>nd</sup> Street East  
Dickinson, ND 58601**

If you have any questions regarding the submission of this application, please feel free to contact City Hall at 701-456-7812.

Staff Check (Office use only)	P/F Minor Plat	Preliminary Plat Major	Final Plat Major	<b>SUBDIVISION/PLAT APPLICATION CHECKLIST ITEMS</b> <span style="background-color: black; color: black;">■</span> <u>Blacked out square indicates item NOT required</u>
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MINOR SUBDIVISION/PRELIMINARY/FINAL PLAT    PRELIMINARY PLAT MAJOR SUBDIVISION    FINAL PLAT MAJOR SUBDIVISION

Project General Location: \_\_\_\_\_

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

\_\_\_\_\_ 1/4 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Is this a Replat  Yes  No

If yes indicate Subdivision being re-platted: \_\_\_\_\_

Name of Final Plat: \_\_\_\_\_

Final platted lots(s) \_\_\_\_\_ Blocks(s) \_\_\_\_\_

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

- Rezoning    Future Land Use Map Change to Comprehensive Plan    Comprehensive Plan Text Change
- Urban Service Area Boundary Change    Sign Permit    Variance    Zoning Ordinance Text Amendment
- Annexation    Development Agreement    Other

If YES, please describe: \_\_\_\_\_

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

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

Property Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_  
Street   City   State   Zip

Property Owner Signature(s) \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_  
Street   State   Zip

Applicant Signature(s) \_\_\_\_\_

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.

**NOTE:** This checklist is intended to help applicants submit a complete set of plans according to the City's Ordinances. It is not a substitute for reading all City Ordinances. Failure to submit these items will require the City to reject the application and submitted items, and delay the initiation of permit review. This checklist is NOT an all-inclusive list of submittal materials. After initial review, the City reserves the right to require additional documentation/information if it is deemed necessary.

**Please make sure all items are included for your project type (Major/Minor Subdivision). If you chose to mark any of the items with an "N/A" an explanation will be required.**

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Staff Check (Office use only)	P/F Minor Plat	Preliminary Plat Major	Final Plat Major	SUBDIVISION PLAT REQUIREMENTS:
				Subdivision Platting Fee
				<u>Completed Planning Department Development Checklist</u>
				Twenty-Five (25) 8½ x 11 Reductions of the Plat and subject materials two (2) 24x36 Inch Plat
				A digital copy of the Plat and subject materials
				A certified mailing list (on labels) of those persons who own property within 300 feet of the subject site
	■	■		Stormwater management plan in accordance with title 14.
	■			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.
	■	■		➤ Addresses changes from the preliminary plat and how any recommendations of preliminary plat approval were met. All applicable information listed in the attached Major Subdivision Final Plat Submittal Checklist.
		■	■	➤ No new dedication of public rights-of-way or the construction of new streets is proposed;
		■	■	➤ None of the proposed lots land-lock or otherwise impair convenient ingress and egress to or from the rear or side if the subject tract or an adjacent property;
		■	■	➤ Consists of four lots or less unless waived by the Planning Director;
		■	■	➤ Proposed subdivision plat does not violate any local, state or federally-adopted law, ordinance, regulation, plan or policy;
				The applicant shall submit the following items as identified in Section 34-040.3; 34-040.4 and 34-040.5
	■		■	Draft version of Agreement as outlined in Section 34-040.4.a. Municipal Code (hard copy and electronic version)
	■		■	Preliminary Storm Water Management Plan as outlined in Section 34-040.4.b.v.
		■	■	Draft version of Development Agreement if required by City staff (hard copy and electronic version)
		■	■	Storm Water Management Plan.
				A Copy of either current title insurance or a current attorney's opinion of ownership that runs to the benefit of the City. If located within the City's Extraterritorial Area, an assurance of completion of the required improvements only if such improvements are not constructed and accepted prior to recording of the plat.
		■	■	Any other documentation and/or studies as deemed necessary by the City Planner and/or City Engineer.
	■	■		Final version of Development Agreement Application (hard copy and electronic version) and fee.
	■		■	A 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.
	■			If located within the Urban Service Area Boundary, the following shall be submitted:
	■			Grading plans for both rural section roadways to be constructed to serve the rural lots and future urban roadway sections to be constructed.
	■			Master plans for the future extension of municipal water and sewer facilities as outlined in Section 34.040.c i-v.
	■		■	Traffic impact study if deemed necessary by the City Engineer
	■		■	For proposed subdivision plats outside of the corporate limits, but within the Urban Service Area Boundary, Three profiles of existing ground elevation; one at centerline and one on each side of the right-of-way, fifty feet beyond the right-of-way lines, and Two centerline profiles of proposed design elevations; one for a rural road section and another for a future urban street section design.
	■		■	If within two miles of city limits a formal request to the Southwest Water District for services.
	■	■		Annexation application and fee if applicable.
				A drawing showing the following (Section 34.07-0.2):
				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;

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		■		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;
				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, 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.
		■		Park Department fees paid by the applicant – Attach a receipt from the Parks Department.
	■		■	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.

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	■		■	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.
	■		■	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).
				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 restriction if any.
				Traffic Impact Study analyzing the improvements required within and nearby the proposed subdivision, if deemed necessary by the City Engineer.
	■		■	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.
	■		■	Wetlands study



## Planning Department Development Checklist

Application \_\_\_\_\_

Name of Project/Applicant \_\_\_\_\_

Please schedule a meeting with Dickinson City planning staff prior to beginning the application process to determine which departments you are required to contact to discuss your proposed project with. Completed applications and required materials are due at City Hall by noon the first Friday of each month. Only complete applications will be on the next agenda for the Planning and Zoning meeting.

### City of Dickinson Departments: 99 2ND Street E

- City Engineer - Craig Kubas (701) 456-7715 [craig.kubas@dickinsongov.com](mailto:craig.kubas@dickinsongov.com)
- Assistant City Engineer - Loretta Marshik (701) 456-7768 [loretta.marshik@dickinsongov.com](mailto:loretta.marshik@dickinsongov.com)
- Planning Director - Walter Hadley (701) 456-7812 [walter.hadley@dickinsongov.com](mailto:walter.hadley@dickinsongov.com)
- City Attorney - Haylee Cripe (701) 456-7028 [haylee.cripe@dickinsongov.com](mailto:haylee.cripe@dickinsongov.com)
- Building Official - Leonard Schwindt (701) 456-7803 [leonard.schwindt@dickinsongov.com](mailto:leonard.schwindt@dickinsongov.com)
- City Assessor - Joe Hirschfeld (701) 456-7735 [joe.hirschfeld@dickinsongov.com](mailto:joe.hirschfeld@dickinsongov.com)

### Public Safety Center: 2475 State Ave. North

- Chief of Police - Dustin Dassinger (701) 456-7759 [dustin.dassinger@dickinsongov.com](mailto:dustin.dassinger@dickinsongov.com)
- Assistant Fire Chief - Deb Barros (701) 456-7819 [deb.barros@dickinsongov.com](mailto:deb.barros@dickinsongov.com)
- Fire Marshal - Mark Selle (701) 456-7820 [mark.selle@dickinsongov.com](mailto:mark.selle@dickinsongov.com)

### Public Works: 3411 Public Works Blvd

- Director of Public Works - Gary Zuroff, 701-456-7979 [gary.zuroff@dickinsongov.com](mailto:gary.zuroff@dickinsongov.com)
- Water Utility Manager – Adam Ballesteros 701-456-7779 [adam.ballesteros@dickinsongov.com](mailto:adam.ballesteros@dickinsongov.com)
- Solid Waste Manager - Aaron Praus (701) 456-7840 [aaron.praus@dickinsongov.com](mailto:aaron.praus@dickinsongov.com)

### County Court House: 51 3<sup>rd</sup> Street E

- Stark County Planning and Zoning Director - Steven Josephson 701-456-7672 [SJosephson@starkcountynd.gov](mailto:SJosephson@starkcountynd.gov)
- Stark County Recorder - Kathy Schwab (701)-456-7645 [kschwab@starkcountynd.gov](mailto:kschwab@starkcountynd.gov) (for subdivision platting)
- Stark County Auditor/Treasurer - Kay Haag (701)-456-7630 [khaag@starkcountynd.gov](mailto:khaag@starkcountynd.gov)

### Other Agencies:

- Montana Dakota Utilities** – GAS, Danny Hood (701) 456-7103 [danny.hood@mdu.com](mailto:danny.hood@mdu.com) - ELECTRIC, Chad Heidt (701) 456-7112 [chad.heidt@mdu.com](mailto:chad.heidt@mdu.com), Casey Roshau (701) 456-7121 [casey.roshau@mdu.com](mailto:casey.roshau@mdu.com)
- Roughrider Electric**, Gerald Krebs (701) 483-5111 [gkrebs@roughriderelectric.com](mailto:gkrebs@roughriderelectric.com), (701) 483-5111
- Stark County Emergency Services** - Bill Fahlsing (Director of Emergency Services) 66 W Museum Drive Dickinson, ND 58601 (701) 456-7605 [bfahlsing@starkcountynd.gov](mailto:bfahlsing@starkcountynd.gov)
- Contact Jolyn Bliss (E911 Data Specialist - Stark County) (701) 456-7607 [jbliss@starkcountynd.gov](mailto:jbliss@starkcountynd.gov)  
Physical address must be verified, a 911 letter must be submitted with the application.
- Dickinson Ambulance Service (701) 225-1500 [dxamb@ndsupernet.com](mailto:dxamb@ndsupernet.com)
- ND Industrial Commission - John Axtman (701) 774-4380
- ND Department of Health, Storm Water - Duane Sandvick 701-328-5260 [dsandvick@nd.gov](mailto:dsandvick@nd.gov)
- ND Department of Health, 918 East Divide Avenue Bismarck, ND 58501-1947 (701) 328-2372
- South West District Health, 2869 3rd Ave. W - (701) 483-0171 [swdhu.net](http://swdhu.net)
- ND DOT - Belinda Urlacher (701) 227-6520 [burlacher@nd.gov](mailto:burlacher@nd.gov), Larry Gangl (701) 227-6510 [lgangl@nd.gov](mailto:lgangl@nd.gov)
- Dickinson Public Schools Assistant Superintendent - Vince Reep (701) 456-0002 [vreep@dpsnd.org](mailto:vreep@dpsnd.org)
- Dickinson Parks and Recreation - Amber Mathieson 701-456-2074 [amathieson@dickinsonparks.org](mailto:amathieson@dickinsonparks.org)
- USPS - Wendy Polensky [wendy.a.polensky@usps.gov](mailto:wendy.a.polensky@usps.gov)
- Dickinson State University - Dr. Tom Mitzel (President) (701) 483-2326
- State Food & Lodging - Julie Wagendorf (701)-328-2523
- If applying under a business entity, please provide your ND-state approved license (LLC. LLP. Inc.)

### Contacts in the Extra Territorial Zone (ETZ):

- Stark County Planning & Zoning Director - Steven Josephson 701-456-7672 [SJosephson@starkcountynd.gov](mailto:SJosephson@starkcountynd.gov)
- Southwest Water Authority - Misti Conzemius, (701) 225-0241, 1-888-425-0241 [mconzemius@swwater.com](mailto:mconzemius@swwater.com)
- County Building Permitting - Forsgren & Associates (701)-842-2120
- County Road Superintendent - Al Heiser (701) 456-7662 [aheiser@starkcountynd.gov](mailto:aheiser@starkcountynd.gov)



PLANNING DEPARTMENT CHECKLIST

- Stark County Sheriff's Office (701) 456-7610
- Rural Fire Department - Todd Ehresmann (701) 290-6030 (notification only)
- Stark County EMS (Dickinson Ambulance Service), (701) 225-1500 [dxamb@ndsupernet.com](mailto:dxamb@ndsupernet.com)
- Dickinson Theodore Roosevelt Airport - Kelly Braun (701) 483-1042 [kbraun@dickinsonairport.com](mailto:kbraun@dickinsonairport.com)
- Weed Control Officer – Jeremy Jepsen (701)-456-7636

**APPLICATION REQUIREMENTS:**

*Completed applications shall be required to include the following items as well as comments from all agencies checked at pre-submittal meeting.*

- 25 copies of all materials to be presented to Commissioners and staff
- One digital copy of all materials on a flash drive or disc
- Legal description of project/property in Microsoft word included with digital copy of materials
- A list of all adjacent property owners and their addresses within a 300ft radius printed on address labels for legal notification
- Applicable fee(s), Fee schedule available online at [www.dickinsongov.com](http://www.dickinsongov.com)
- Development Agreement  If applicable
- Annexation into the City  If applicable
- Plat Map/Certificate of Survey
- Detailed Site Plan (to include landscaping, fencing, security lighting, hydrants, and oil well locations)
- Project vicinity map with 2 mile radius (on plats)
- Project description
- Building Plans/Floor Plans
- Warranty deed/Ownership Acknowledgment/lease agreement
- Written comments if any from adjacent property owners is optional but suggested
- Recent photos of the site, as well as driving instructions to location

Check the City webpage for all digital agendas and staff reports; they will be posted as they become available.

*Please note: if ANY of the required materials are missing at the time of submittal, the application will not be accepted. Digital applications and/or agency comments will not be accepted. All written hard copy comments from each department must be submitted along with your application. All incomplete applications shall be returned to applicant.*

<b>Office use only</b>	
Date of pre-submittal meeting: _____	Date received _____
_____	All required materials submitted:
City Staff Member	<input type="checkbox"/> YES <input type="checkbox"/> NO

**NOTE: Updated or missing documents required to complete your submittal can be emailed to: [brandy.goetz@dickindongov.com](mailto:brandy.goetz@dickindongov.com)**  
 We will not accept submittals via email, submittals can be mailed or dropped off at the Planning Department at City Hall.  
 If you have any questions or need further assistance feel free to contact the Planning Department.

Thank you,

Brandy Goetz  
 Administrative Assistant  
 Planning Department  
 701-456-7815