



City of DICKINSON
MAJOR/MINOR SUBDIVISION APPLICATION
99 2ND Street E - Dickinson, ND 58601
Phone: 701-456-7815, 701-456-7812
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: Brandy Goetz – Planning Department
Subdivision / Plat Application
99 2nd Street East
Dickinson, ND 58601**

Please include Engineering and Planning Department checklists with your submittal. Applications submitted without checklists and required materials will be considered incomplete.

If you have any questions regarding the submission of this application, please feel free to contact the Planning Director Walter Hadley at 701-456-7812. walter.hadley@dickinsongov.com

NOTE: A PRE SUBMITTAL MEETING WITH PLANNING DEPARTMENT STAFF AND COMPLETION OF THE PLANNING DEPARTMENT AND ENGINEERING DEVELOPMENT CHECKLIST'S ARE REQUIRED PRIOR TO APPLYING. PLEASE CALL (701)-456-7812 or (701)-456-7815 TO SCHEDULE YOUR PRE SUBMITTAL MEETING. APPLICATIONS ARE AVAILABLE ONLINE AT WWW.DICKINSONGOV.COM

MINOR SUBDIVISION/PRELIMINARY/FINAL PLAT PRELIMINARY PLAT MAJOR SUBDIVISION FINAL PLAT MAJOR SUBDIVISION

Project General Location: _____
Project Legal Description: {Attach metes and bounds description of property}

_____ 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: The checklists are 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.

Office use only	
Date of pre-submittal meeting: _____	<input type="checkbox"/> Application Complete: <input type="checkbox"/> YES <input type="checkbox"/> NO _____
P&Z Hearing: _____ Required Fee: \$ _____ Receipt # _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____ <input type="checkbox"/> Card
Project Name: _____	PRO # _____

**PLANNING DEPARTMENT
DEVELOPMENT CHECKLIST ITEMS**

Application #	APPLICATION REQUIREMENTS: Checked square's indicate items that ARE required	
Staff Check (Office use)	Request response	<i>Please call 701-456-7000 to schedule a pre-submittal meeting with the Planning Department before beginning the application process. Staff will go over the Checklist(s) to determine which agencies you are required to contact to discuss your proposed project. Completed applications are due at City Hall by noon the first Friday of each month. Only complete submittals will be on the agenda for the Planning and Zoning meeting.</i>
	Required for Agenda	Name of Project/Applicant _____ <i>Complete applications must include the following checked items along with comments from checked agencies at the pre-submittal meeting.</i>
		<input type="radio"/> Major/Minor Plat – Engineering Checklist must be complete
		<input type="radio"/> 10 copies of all materials to be presented to Commissioners and staff
		<input type="radio"/> One digital copy of all materials on a flash drive or disc
		<input type="radio"/> Legal description of project/property in Microsoft word included with digital copy of materials
		<input type="radio"/> A list of all adjacent property owners and their addresses within a 300ft radius printed on address labels for legal notification
		<input type="radio"/> Applicable fee(s), Fee schedule available online at www.dickinsongov.com
		<input type="radio"/> Development Agreement - If applicable
		<input type="radio"/> Annexation into the City - If applicable
		<input type="radio"/> Plat Map/Certificate of Survey
		<input type="radio"/> Detailed Site Plan (to include landscaping, fencing, security lighting, hydrants, and oil well locations)
		<input type="radio"/> Project vicinity map with 2 mile radius (on plats)
		<input type="radio"/> Project description
		<input type="radio"/> Building Plans/Floor Plans
		<input type="radio"/> Warranty deed/Ownership Acknowledgment/lease agreement
		<input type="radio"/> Written comments if any from adjacent property owners is optional but suggested
		<input type="radio"/> Recent photos of the site, as well as driving instructions to location
		City of Dickinson Departments: 99 2nd Street East
		City Engineer - Craig Kubas, (701) 456-7715 craig.kubas@dickinsongov.com
		Floodplain Coordinator & Asst. City Engineer - Loretta Marshik, (701) 456-7768 loretta.marshik@dickinsongov.com
		City Attorney - Janilyn Murtha, (701) 456-7028 Janilyn.Murtha@dickinsongov.com
		Planning Director - Walter Hadley, (701) 456-7812 walter.hadley@dickinsongov.com
		Building Official - Leonard Schwindt, (701) 456-7803 leonard.schwindt@dickinsongov.com
		City Assessor - Joe Hirschfeld, (701) 456-7735 joe.hirschfeld@dickinsongov.com
		Public Safety Center: 2475 State Ave. North
		Chief of Police - Dustin Dassinger, (701) 456-7759 dustin.dassinger@dickinsongov.com
		Fire Marshal – Mark Selle, (701) 456-7759 mark.selle@dickinsongov.com
		Public Works: 3411 Public Works Blvd
		Director of Public Works - Gary Zuroff, (701)-456-7979 gary.zuroff@dickinsongov.com
		Solid Waste Manager - Aaron Praus, (701) 456-7840 aaron.praus@dickinsongov.com
		Water Utility Manager – Adam Ballesteros, (701)-456-7779 adam.ballesteros@dickinsongov.com
		County Court House 51 3rd Street East
		Stark County Planning and Zoning Director - Steven Josephson, (701)-456-7672 SJosephson@starkcountynynd.gov
		Stark County Recorder – Kim Kasian (Subdivision Platting), (701)-456-7645 kkasian@starkcountynynd.gov
		Stark County Auditor/Treasurer - Kay Haag, (701)-456-7630 khaag@starkcountynynd.gov
		Contacts for the Extra Territorial Zone (ETZ):
		Stark County Planning and Zoning Director - Steven Josephson, (701)-456-7672 SJosephson@starkcountynynd.gov

**PLANNING DEPARTMENT
DEVELOPMENT CHECKLIST ITEMS**

Application #	APPLICATION REQUIREMENTS: Checked square's indicate items that ARE required
	Southwest Water Authority - Misti Conzemius, (701) 225-0241, 1-888-425-0241 mconzemius@swwater.com
	County Building Permitting - Forsgren & Associates, (701)-842-2120 www.forsgren.com/North Dakota
	County Road Superintendent - Al Heiser, (701) 456-7662 aheiser@starkcountynd.gov
	Stark County Sheriff's Office – Major David Wallace, (701) 456-7610 dwallace@starkcountynd.gov
	Rural Fire Department - Todd Ehresmann, (701) 290-6030 (notification only)
	State Fire Marshall - Douglas Nelson, (701)-328-5555 ddnelson@nd.gov
	Stark County EMS (Dickinson Ambulance Service), (701) 225-1500 dxamb@ndsupernet.com
	Dickinson Theodore Roosevelt Airport - Kelly Braun, (701) 483-1042 kbraun@dickinsonairport.com
	Weed Control Officer – Travis Jepson & Jeremy Jepson, (701)-456-7636 scweedcontrol1@me.com
	Other Agencies:
	Dickinson Public Schools, Superintendent – Shon Hocker (701) 456-0002 shocker@dpsnd.org
	Dickinson Parks & Rec, James Kramer 701-456-2074 jkramer@dickinsonparks.org
	Dickinson State University, Dr. Tom Mitzel (president) (701) 483-2326
	Montana Dakota Utilities: Gas - Harley Jose (701) 456-7102 harley.jose@mdu.com , Kurt Zimmerman (701)-456-7148 kurt.zimmerman@mdu.com , Electric - Chad Heidt (701) 456-7112 chad.heidt@mdu.com , Casey Roshau (701) 456-7121 casey.roshau@mdu.com
	Roughrider Electric: Gerald Krebs (701) 483-5111 gkrebs@roughriderelectric.com , (701) 483-5111
	Stark County Emergency Services Bill Fahlsing, Director - Emergency Services 66 W Museum Drive Dickinson, ND 58601 (701) 456-7605 bfahlsing@starkcountynd.gov
	Stark County Emergency Services Contact Jolyn Bliss (E911 Data Specialist - Stark County) (701) 456-7607 jbliss@starkcountynd.gov , ***Physical address must be verified, a 911 letter must be submitted with the application if applicable***
	ND Industrial Commission, John Axtman (701) 774-4380,
	ND Department of Health, Storm Water - Duane Sandvick 701-328-5260 dsandvick@nd.gov
	ND Department of Health, 918 East Divide Avenue Bismarck, ND 58501-1947 (701) 328-2372
	South West District Health, 227 16th Street West - (701) 483-0171 http://www.ndhealth.gov
	ND DOT – Rob Rayhorn, (701) 227-6520 r-rayhorn@nd.gov
	USPS, Dan Adams, Daniel.P.Adams@usps.gov
	State Food & Lodging: Businesses, Julie Wagendorf (701)-328-2523 - If applying under a business entity, please provide ND-state approved license (LLC. LLP. Inc.)

When contacting an agency to discuss your project please include in your email request a short narrative of your proposed project and the statement:

If no response is received within 30 days from the date of this request, it will be assumed your agency has NO COMMENT. Please include all required agency correspondence even those without a response.

Check the City of Dickinson webpage for digital agendas and staff reports, they will be posted as they become available.

Submittals can be mailed or dropped off at the Planning Department in City Hall. Payment is due at the time of submittal, the fee schedule is available on our website. Application fees are listed on the development applications.

If you have any questions or need further assistance feel free to contact the Planning Department. 701-456-7812 or 701-456-7815.

Applications can be mailed to 99 2nd Street East, Dickinson, ND 58601 At: Brandy Goetz - Planning Department.

Any Updated or missing documents required to complete your submittal can be emailed to: brandy.goetz@dickindongov.com






























































Office use only


Date of pre-submittal meeting: _____


Date received _____


City Staff Member


All required materials submitted: YES NO


Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							Blacked out square indicates item NOT required
						APPLICATION REQUIREMENTS:	
							Applicable Application and Review Fees Paid
							Completed Planning Department Development Checklist
							Two (2) - Sets of Reductions (11 x 17 Inch of the Plat and 8½ x 11 Inch of Subject Materials)
							Two (2) - 24 x 36 Inch Plotted Plat or Plan Sheet Documents, orientated in landscape layout, for Review (failure to provide hard copies will result in the rejection of application)
							A digital copy of the ALL subject materials, including a set of pdf's.
							A certified mailing list (on labels) of those persons who own property within 300 feet of the subject site
							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.
							➤ Addresses changes from the preliminary plat and how any recommendations of preliminary plat approval were met.
							➤ 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
							Preliminary Storm Water Management Plan as outlined in Section 34.
							Final Storm Water Management Plan
							➤ Tributary area maps, including off-site tributary areas with time of concentration flow paths and distances.
							➤ Runoff Curve Number calculations, antecedent moisture condition 2.
							➤ 100-, 10-, and 2-year runoff hydrograph modeling and detailed stage-discharge-storage calculations.
							➤ Rainfall depths and intensities 1.9, 3.1, & 4.6 for the 2, 10, and 100 year, 24-hour event respectively.
							➤ Rainfall distribution: SCS Type II.
							➤ Analysis of existing depressional storage, if present.
							➤ Restrictor design and details.
							➤ Overland flow calculations, including scaled tributary area maps keyed to design calculations, and channel and weir calculations, including roadway typical sections.


Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS					
						 Blacked out square indicates item NOT required					
											<ul style="list-style-type: none"> ➤ Marked-up grading plan showing calculated water surface throughout site during the 100-year event, reflecting maximum 18-inch yard ponding, minimum setbacks from building lines, minimum one foot freeboard to adjacent foundation openings, and maximum 6-inch pavement lot ponding.
											<ul style="list-style-type: none"> ➤ Storm drain calculations, including indication of hydraulic grade line vs. bed slope design, velocities during design event between two and ten feet per second, runoff coefficient calculations, scale tributary area map keyed to structure labels, time of concentration calculations to upstream end. Hydraulic grade line design needs to reflect use of tailwater at downstream end, and one foot of freeboard below structure rims during 10-year event.
											<ul style="list-style-type: none"> ➤ ROW pavement drainage spread analysis using the 10-year storm event, including inlet grates capacity (assuming 50% clogging) and bypass flow calculations (10-year event must not encroach beyond ½ of the inside driving lane of pavement).
											<ul style="list-style-type: none"> ➤ Downstream path of stormwater from the site to the receiving channel, and proof or adequacy of the downstream channel/pipe and receiving channel.
											Draft version of Development Agreement if required by City staff.
											Final version of Development Agreement.
											Final Development Agreement fee.
											If located within the City's Extraterritorial Area, an assurance of completion of the required improvements not constructed and accepted prior to recording of the plat.
											Any other documentation and/or studies as deemed necessary by the Planning and/or Engineering Departments.
											Preliminary Utility Servicing Plan per Section 34-040.4
											<ul style="list-style-type: none"> ➤ 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.
											Master plans for the future extension of municipal water and sewer facilities if located within the Urban Service Area
											Traffic impact study (unless deemed unnecessary by the City Engineering Staff)
											If within two miles of city limits, a formal request to the Southwest Water District for services must be shown as part of the city submittal.
											A location map inset showing the boundary of the project/plat location and covering the area within a one-mile radius.
											Must include a legend defining lines, hatching, and symbols.
											The coordinate system to be used shall be: ND State Plane NAD 83(86) South Zone 3302, International Foot Definition, NAVD88]
											The Datum to be used shall be: NAVD88
											Border line of one-half (1/2) inch shall be provided on the top, bottom and right sides of the plat or plan sheets, with two (2) inches provided on the left side.
											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. This should include any vacations of existing easements or right-of-way.


ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS						
Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	 <u>Blacked out square indicates item NOT required</u>
						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.
						Geotechnical Report, including analysis of in situ soils, examination of seasonal high groundwater versus basement floors, and intended discharge of detention basins (ie. Infiltration versus piped discharge).
						Soils survey, report and map unless excused by the City Engineering Staff
						FEMA FIRMette map for project area
						Date of all plat and plan preparations and/or revisions
						Approved USPS pickup and delivery locations with supporting USPS forms. Please contact Vern Anvik to coordinate this item: vern.d.anvik@usps.gov.
						Grading plan showing existing and final contours, flow arrows, percent of slope, and method of drainage proposed (catch basins, culverts, ponding)
						Current zoning/requested zoning (if a change is desired).
						Annexation application and fee if applicable.
						Emergency Siren Locations
						Name of plat should not duplicate or resemble any existing subdivision within the office of the county recorder.
						The name shall appear across the top of the plat in CAPITAL LETTERS without underlines and shall be identical to the name of the plat as recited in the dedication paragraph of the plat and in the recording certificate(s). The name of the municipality shall not be shown adjacent to the plat name in the title, nor should the word Final, Replat or Rearrangement be used.
						Plat names should be short and simple. Symbols that cannot be easily replicated by a standard keyboard or irregular marks in plat names are not allowed. Hyphens, apostrophes, commas, etc., shall not be used in the title.
						Location of subdivision by section, township and range, to the quarter section, or other legal description.
						Graphic Representation of Survey.
						Submit Plat on high quality Mylar sheet 24 x 36 inches
						<ul style="list-style-type: none"> ➤ If more than one sheet is required, an index sheet on high quality Mylar of the same dimensions, showing the entire subdivision on one sheet and giving block and lot numbers is mandatory.
						Mathematical solutions for closure of all lots, outlots, parks, easements, boundaries and ties to lot clusters.
						Notification of Interest.
						Dedication or Donation.
						Recording Certificates
						Property Records and Revenue Certificate
						Governing Body Approval Certificates.
						Owner(s) Acknowledgement(s).
						Surveyor Certificate and Acknowledgement.
						Legal names and addresses of owners and registered land surveyor who prepared plat.


Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							<u>Blacked out square indicates item NOT required</u>
							Scale of plat, which shall be one (1) inch equals one hundred (100) feet or less and shown graphically.
							North point indication with North oriented toward the top of the plat unless that is not practicable, than North should be oriented toward the left.
							All numeric dimensions and narrative designations (lot and block numbers, for example) shall be oriented so they can be read from either the bottom or the right-hand side of the plat.
							Basis of Bearings, as derived from State Plane Coordinates. A note on the plat shall state the basis for the geographical orientation of the plan. This should include:
							➤ The coordinate system
							➤ The Datum
							➤ GEOID and Datum of Elevation Data
							➤ GPS Coordinates of Starting points and Survey Corners.
							➤ Types of distances shown on the plat, Grid or Ground, and combined scale factor.
							➤ The Basis of Bearing, Grid North or True North, and a description of which line on the plat was used to determine North, and/or the convergence angle that was used.
							Bearings or azimuths shall be shown along all lines of the plat except where the lines are interior lines and are clearly parallel with adjacent lines.
							All bearings or azimuths shall be expressed to the nearest second.
							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 including (Section 34-070.2.k):
							➤ The plat must depict that durable magnetic markers have been set at all angle and curve points on the outside boundary lines prior to recording the plat.
							➤ Any monument or permanent evidence of the survey shall have affixed thereon the license number of the land surveyor certifying the plat. No previously existing survey corner posts, reference monuments or landmarks evidencing property lines will be removed or destroyed by the land surveyor making the new survey.
							➤ A statement or note on the plat shall identify the type, size of monument set with the license number of the land surveyor certifying the plat affixed thereto. All plat monuments should be durable monument made of ferrous material.
							➤ The plat shall also identify the type and size of any monument found.
							➤ There shall not be any monument symbol shown on the plat to indicate where plat monuments will be set.
							➤ All lot lines and/or block lines shown on the plat shall terminate at the perimeter of the segment shown by a symbol, which depicts a durable magnetic marker set by the responsible land surveyor.
							➤ Any judicial landmark, used as plat monument, must be shown and designated as J.L.M. on the plat. If a judicial landmark is called for in the description and was not found, there shall be no judicial landmark monument symbol shown and the location shall indicate J.L.M. Not Found.
							➤ All United States Public Land Survey corners or any witness monuments, which either control the location of the boundary of the plat or are a part of the plat, shall be shown. These corners shall be labeled with reference to section, township and range. The type of monument and by whom set, if known, shall also be designated.

Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							<u>Blacked out square indicates item NOT required</u>
							<ul style="list-style-type: none"> ➤ All plats must show plat boundary references with distance and direction to at least two existing United States Public Land survey corners and shall be referenced to the plat by true angles and distances, providing a minimum of two (2) ties to the plat.
							<ul style="list-style-type: none"> ➤ Monuments found in place from previous surveys that will determine the new plat boundary must be shown, whether these monuments are actually a part of the new plat boundary or not. These monuments must also be referenced to the new plat boundary by distance and direction.
							<ul style="list-style-type: none"> ➤ Wherever plat boundary lines extend into any existing public ways, the angle points, points of curvature, and points of tangency of the right-of-way line shall be shown and monumented.
							Elevations referenced to a durable benchmark described on the plat with its location and elevation to the nearest hundredth of a foot, per datum NAVD88.
							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.
							The plat shall have four distinct line widths according to the following (Widest to Narrowest):
							<ul style="list-style-type: none"> ➤ Boundary of Plat
							<ul style="list-style-type: none"> ➤ Blocks, Outlots, and Parks
							<ul style="list-style-type: none"> ➤ Lots and Tracts
							<ul style="list-style-type: none"> ➤ Easements, Center Lines, Survey Lines, Water Boundaries not establishing parcel boundaries, Section Lines, Description Lines, etc.
							The plat shall have distinct lettering sizes according to the following (Largest to Smallest) with 8 point text being the minimum:
							<ul style="list-style-type: none"> ➤ Plat Name
							<ul style="list-style-type: none"> ➤ Block Numbers
							<ul style="list-style-type: none"> ➤ Public Way Names
							<ul style="list-style-type: none"> ➤ Lot Numbers and Tract Letters
							<ul style="list-style-type: none"> ➤ Boundary Dimensions
							<ul style="list-style-type: none"> ➤ Block, Outlot and Park Dimensions
							<ul style="list-style-type: none"> ➤ Lot, Tract and Survey Line Dimensions
							<ul style="list-style-type: none"> ➤ Easement, Description and similar data
							Block and Lot Numbers:
							<ul style="list-style-type: none"> ➤ All blocks shall be numbered consecutively with Arabic numerals beginning with numeral 1, without the work block.
							<ul style="list-style-type: none"> ➤ When the plat consists of only one block, the word BLOCK must be spelled out and shall precede the Arabic numeral 1.
							<ul style="list-style-type: none"> ➤ All lots in each block shall be numbered consecutively with Arabic numerals beginning with numeral 1, without the work lot.
							<ul style="list-style-type: none"> ➤ When a plat consists of only one lot in a one block plat, the work LOT must also be spelled out and shall precede the Arabic numeral 1.
							<ul style="list-style-type: none"> ➤ Blocks are bounded by plat boundaries, public ways, outlots, parks, or bodies of water.
							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;

Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							Blacked out square indicates item NOT required
							Distances shall be shown for each individual line of each lot within the plat, along the actual lot lines where practical .
							All distances shall be expressed in feet and hundredths of a foot.
							Public way widths or easement widths need not be expressed to the hundredth of a foot if they are exact values, i.e. 66 or 33 etc. These widths may be defined in the legend.
							Right-of-way radius length need not be shown when the right-of-way is concentric with the dimensioned center line curve data.
							Townhouse style or cluster lot style plats shall have all blocks or groups of lots referenced to a parcel boundary with a minimum of two references. The references shall include both direction and distance from block, outlot or plat boundary corners.
							All curved lines shall show the central angle expressed to the nearest second, and radius and arc lengths expressed to the nearest hundredth of a foot.
							Segments of center line curves shall show arc length and central angle only. Each arc length and central angle shall be shown to the same technical precision as noted above.
							Non-tangential curves must be labeled "not tangent" at the point of non-tangency. The long chord direction and long chord length must be shown. Abbreviate as follows:
							➤ C. Brg. denotes chord bearing
							➤ C. Az. denotes chord azimuth
							➤ C. denotes chord
							Central angle, arc length and radius length shall be shown on all curved lines that are not concentric with dimensioned center line curve data.
							The use of L= for the length of curve is optional, however, if the length of any curve is labeled L= then every length of curve on the plat must be so labeled.
							Dashed radial lines at the ends of all curves shall be extended far enough toward the radius point to clearly indicate the direction of curvature.
							If a curved line constitutes a line of more than one lot or outlot, the central angle and arc length for each segment must be shown.
							Tabulation of curve data is discouraged.
							Curve data shall be complete on both sides of the public way as well as center line. The right-of-way data shall contain no less than the central angle and arc length for the necessary two functions of the curve.
							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, using NAVD88.
							Any water boundary abutting or lying within the plat boundaries shall be shown and identified on the plat as a solid line delineating the existing shore line.
							The distance along each lot line from the survey line to the water boundary shall be shown as a dashed survey line and labeled with sufficient mathematical data to compute a closure of said parcel; and the date the water elevation (to the tenth of a foot) was measured shall be shown (meander line).

Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							<u>Blacked out square indicates item NOT required</u>
							The highest known water elevation shall be indicated on the plat if the data is available from the North Dakota State Water Commission, the United States Army Corps of Engineers, or any other appropriate governmental unit. State if not available.
							Whenever and wherever a plat boundary corner or any block, lot, outlot, park or tract corner falls within a wet land, witness plat monuments shall be set. A survey line and all other pertinent data may be required.
							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 City code.
							Any recorded drainage easement and/or public utility easement existing prior to platting, are encumbrances upon the property being platted and shall be shown on the plat.
							Existing drainage and utility easements together with the record document number must be shown and shall not be mentioned in the plat dedication.
							The purpose of any easement created on the plat must be clearly stated, and shall be limited to public utilities, and such drainage easements as deemed necessary for the orderly development of the land encompassed within the plat.
							Temporary easements shall not be shown on the plat.
							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.
							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.
							Any vacated and described underlying public way name shall be dotted/stippled on the plat.
							The name of any public way adjoining the plat boundary, not within the plat boundary, shall be shown in dotted/stippled letters. The width of any adjoining public way must be shown in solid Arabic numerals.
							If an adjoining public way is intersected by another public way that is also outside the plat boundary, the name of any intersecting public way must also be dotted/stippled on the plat, but its width need not be shown.
							Where an adjoining right-of-way has been surveyed according to the description of record and is shown upon the plat or registered land survey, the Document Number or Book and Page numbers of the recorded description shall be shown. The plat shall also show all courses of the location line described in the instrument that will control that portion of the right-of-way pertinent to the plat.
							When the boundary of a plat is the center line of a traveled public way, the center line must be labeled.
							When a right-of-way line has been monumented by the road authority, the right-of-way must be labeled and the controlling monumentation must be shown and identified.
							Label the following, within the site plus a minimum of 50 feet in all directions (additional distance may be required) with names, locations, and widths / dimensions as applicable:
							➤ All existing or previously platted streets, including the type and width of surfacing

Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							Blacked out square indicates item NOT required
							➤ Railroad right-of-way
							➤ Utility easements
							➤ Tree Cover
							➤ Storm water detention facilities, overland release routes, floodplains, water courses, floodways, or wetlands.
							➤ Historically or archaeologically sensitive areas
							➤ Parks, public land or multi-use trails or crosswalks
							➤ Permanent buildings or structures
							➤ Corporate boundaries
							➤ Section lines
							➤ Existing water mains, storm sewers, sanitary sewers, culverts, bridges, poles, light poles, pipelines and other utility structures, indicating pipe sizes, grades, and exact locations along with any other major improvements.
							➤ Oil wells, old or current wells, septic tanks and outlets, farm drains inlets and outfalls.
							➤ Existing zoning
							➤ Boundary lines of tracts of subdivided and un-subdivided land. Owners' names must be shown for any adjacent tracts within the extraterritorial jurisdiction.
							The name and adjacent boundary lines of any adjoining platted lands shall be dotted on the plat.
							Adjoining unplatted areas shall not be designated as "unplatted."
							Adjoining lakes, streams or rivers shall be shown and identified.
							When a measured distance between found monuments is inconsistent with the distance as shown on a previously recorded plat, the recorded distance, as well as the measured distance shall be shown. The term "PLAT," or the name of the previously recorded plat shall follow the recorded distance.
							When the recorded distance is followed by the term "PLAT," a note in the legend shall identify the recorded plat referred to.
							When platting property from a description of record and the dimensional calls in the description are inconsistent with the measured dimensions, the record dimension, as well as the measured dimension shall be shown. The record dimension shall be followed by either the term "Deed" or "Described."
							Relevant underlying platted property must be shown including plat name, blocks, lots, public ways together with names and widths, etc., when replatting property.
							When replatting property, refer to plat distance only. Do not include bearings, delta angles or angles from underlying plats.
							Any public drainage and/or utility easement and any public way that has been shown on any underlying plat and has been vacated, must be shown on the plat together with the vacation proceeding's document number.
							Plat boundary lines shall be labeled as recited in the description. Designation of plat boundaries on the drawing may be shown in an acceptable abbreviated form.
							In the event the plat's legal description identifies any part of a lot, outlot, registered land survey tract, section, government lot, etc., the identifier must be dotted on the plat.
							Arrowed lines that are used with dimensions or descriptors shall be dashed or dotted.

Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Public Infrastructure	Site Plan	ENGINEERING DEPARTMENT DEVELOPMENT CHECKLIST ITEMS	
							<u>Blacked out square indicates item NOT required</u>
							All section, quarter section, quarter-quarter section and government lot lines that are related to the property being platted; called for in the description; or used as a reference for the plat, shall be shown and identified on the plat.
							All quarter-quarter sections or government lots shall be identified by dotted lettering on the plat.
							Plats consisting of more than one sheet shall be numbered consecutively with the individual sheet number and the total number of sheets shown in the lower right corner of the plat outside of the border.
							The legal description of all plats must be shown on Sheet 1.
							Exceptions:
							<ul style="list-style-type: none"> ➤ Where a specific parcel is recited in the description as being an exclusion to the basic plat parcel, and is not part of the plat, the work EXCEPTION shall be used to label and identify the excluded parcel.
							<ul style="list-style-type: none"> ➤ On the graphic portion of the plat the work Exception must be shown in solid, fine lined capital letters in the area being excluded.
							All letters, numbers and symbols that have spherical parts i.e., 5, e, g, 8, 0, etc., which shall also include degree symbols must be open to insure legibility. This is a critical item with plats that are drawn at one scale and then photographically reduced for the final plat.
							Dashes between degrees, minutes, and seconds must not be used.
							Layout of proposed streets, alleys, crosswalks and easements, showing all widths and proposed street names, proposed building setback lines with dimensions.
							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.
							Proposed deed restriction if any.
							Plan / Profile plan sheets at 1"=50' scale, 1" = 5' Vertical
							Seal & signature of licensed engineer
							The location, size, and elevation of existing sewers, water mains, culverts, drain pipes, all types of utility lines serving the property, along with the adjoining streets and property.
							Proposed building setback lines with dimensions
							Maximum building coverage
							Floor area for building foot prints and gross floor area of structure, finished floor elevations, building height and number of stories.
							Building elevations and/or Architectural renderings of all building elevations
							Signage plan (include location(s), height, and composition.
							Pervious and impervious areas (hard surface and green surface) & building coverage.
							Typical cross-sections and locations of parking lots and driveways,
							Landscaping plan (must meet the size requirements of the Ordinance and provide the required screening/buffering, at a minimum).
							Electrical / Photometric plan (street lights and signals).
							Trash enclosure location and/or details.
							Describe any outdoor storage and/or display areas and proposed screening of such areas per Section 39.08 "Landscaping and Screening Standards"
							Cover sheet with location map, name, address, email and phone number of developer and design engineer, notification requirements and note on City Standards.

