

Application # IRP _____
 Lot modification Fee: \$250.00

- COMBINING LOTS SPLITTING LOTS (maximum of 3 lots) RECONFIGURATION OF LOTS

Return complete forms to the Planning Department, Modifications shall take approximately 7 business days. The process will be completed with the recording of a deed(s) with a legal description(s) accurately describing the new lot(s). Approved applications reflect administrative actions and are not to be recorded. If you have any questions please contact the City Planning Director, Walter Hadley at 701-456-7812.

Note: *Lot modifications will not be recorded without the City Engineers approval/signature. Modifications must all meet the requirements of Article 39 for use, type, density and all other specific zoning district requirements of the Dickinson Municipal Code at the time of the deed recordation.

The following will be required by the Stark County Recorder:

- Document must say Irregular Plat not Lot Split;
- Must be signed by a City Engineer;
- Signed by proprietors, signatures must be notarized;
- Surveyor’s seal, Signature, date and signature on seal;
- Auditor’s transfer;
- Legal description, both sketch and Description;
- Typed names or names and companies below all signature lines;
- Must be recorded before a deed can be recorded because of the legal description;
- Size is 8.5x11 or 8.5x14.

If you have any questions regarding these requirements please contact the Stark County Recorder’s Office, 701-456-7645 or consult an Engineering Service.

Owner	Contact Person	
Owner Address	Phone Number	Email
Preferred Contact Person	Phone Number	Email
Company/Firm	Contact Address	
Street Address or Legal Description of Subject Property	Tax Parcel ID#’s	

Existing Legal Description _____

New Modification (lot & block) _____

Indicate where to send Approval/Denial letter; Check one Call for Pickup Mail letter to Owner address Mail letter to Company/Firm address Email letter to Company/Firm

Lot Modification/Irregular Plat

99 2nd Street E, Dickinson, ND 58601
Phone: 701-456-7815 Fax: 701-456-7812
www.dickinsongov.com

Application # IRP _____

Description and Reason for New Configuration:

Signature of Applicant

Date: _____

Signature of Owner (or attach Power of Attorney)

Date: _____

Signature of City Planning Official

Date: _____

Approved Not Approved

Additional Staff Comments:

IRREGULAR PLAT

LEGAL DESCRIPTION LOT, BLOCK, SUBDIVISION

CERTIFICATE OF APPROVAL

THE WITHIN AND FOREGOING PLAT IS HERE BY APPROVED.

DATED _____, 20__.

CITY ENGINEER, CITY OF DICKINSON

OWNER'S CERTIFICATE

THE UNDERSIGNED, OWNERS OF THE WITHIN DESCRIBED PROPERTY IN ACCORDANCE WITH SECTION 39.030 OF THE DICKINSON MUNICIPAL CODE OF 2014, AND UPON DEMAND OF THE COUNTY AUDITOR OF STARK COUNTY, NORTH DAKOTA HAVE CAUSED TO BE MADE THE WITHIN AND FOREGOING PLAT OF SAID LAND WITH THE LOTS AS HEREIN DESCRIBED, AND HAVE CAUSED THE SAME TO BE PLACED ON RECORD AS PROVIDED BY LAW.

OWNER'S SIGNATURE

OWNER'S SIGNATURE

STATE OF NORTH DAKOTA} SS
COUNTY OF STARK}

I, _____ A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT ON THIS ____ DAY OF _____ 20__ PERSONALLY APPEARED BEFORE ME _____, TO ME KNOWN TO BE THE SAME PERSONS DESCRIBED IN AND THAT EXECUTED THE WITHIN AND FOREGOING INSTRUMENT AND SEVERALLY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC
STARK COUNTY, NORTH DAKOTA

MY COMMISSION EXPIRES: _____

SURVEYOR'S NOTES

SURVEYOR'S CERTIFICATE

I, _____, DO HEREBY CERTIFY THAT THE SURVEY PLAT SHOWN HERE ON WAS MADE BY ME, OR UNDER MY DIRECTION, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF,

DATED _____, 20__.

SURVEYOR'S SIGNATURE