

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
	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 Att: Brandy Goetz - Planning Department.

Office use only

Date of pre-submittal meeting: _____

Date received _____

City Staff Member _____

All required materials submitted: YES NO

If you have any questions regarding the completion of this checklist please contact Assistant City Engineer Loretta Marshik at 701-456-7768 or loretta.marshik@dickinsongov.com

ENGINEERING DEVELOPMENT APPLICATION CHECKLIST ITEMS					
Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Plans - Public Infrastructure	Site Plan
<p>Blacked out square indicates item NOT required</p> <p>APPLICATION REQUIREMENTS:</p>					
					Applicable Application and Review Fees Paid.
					A Full size plot of the Plat/Plan Sheets (11x17 for plan sets) and included documents, orientated in landscape layout.
					A digital copy of ALL subject materials, including; a set of pdfs, Autodesk CAD files, & shape files.
					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:
					<ul style="list-style-type: none"> ➤ If the plan proposes any new streets or roadways to access any lot
					<ul style="list-style-type: none"> ➤ If each lot abuts a public or private street
					<ul style="list-style-type: none"> ➤ If all of the land in the application is located within the corporate limits of the City of Dickinson
					<ul style="list-style-type: none"> ➤ If the Applicant owns or intends to purchase surrounding land. If so, please attach description of the property; and
					<ul style="list-style-type: none"> ➤ If the neighbors been informed of the request. If so, please indicate the dates and methods used to inform them
					<ul style="list-style-type: none"> ➤ Addresses changes from the preliminary plat and how any recommendations of preliminary plat approval were met
					<ul style="list-style-type: none"> ➤ No new dedication of public rights-of-way or the construction of new streets is proposed
					<ul style="list-style-type: none"> ➤ Consists of four lots or less, unless waived by the City Administrator or their designated representative
					<ul style="list-style-type: none"> ➤ 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 the Municipal Code.
					Final Storm Water Management Plan [if required per the Municipal Code].
					<ul style="list-style-type: none"> ➤ Tributary area maps, including off-site tributary areas with time of concentration flow paths and distances
					<ul style="list-style-type: none"> ➤ Runoff Curve Number calculations, antecedent moisture condition two
					<ul style="list-style-type: none"> ➤ 100-, 10-, and 2-year runoff hydrograph modeling
					<ul style="list-style-type: none"> ➤ Detailed stage-discharge-storage calculations if utilized in model
					<ul style="list-style-type: none"> ➤ Rainfall depths and intensities 1.9, 3.1, & 4.6 for the 2, 10, and 100 year, 24-hour event respectively
					<ul style="list-style-type: none"> ➤ Rainfall distribution [note type utilized in modeling]
					<ul style="list-style-type: none"> ➤ Analysis of existing depressional storage, if present
					<ul style="list-style-type: none"> ➤ Stormwater Management facility restrictor design and details, if applicable
					<ul style="list-style-type: none"> ➤ Overland flow calculations, channel, and weir calculations
					<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

Staff Check (Office use only)	Minor Plat	Preliminary Plat	Final Plat	Plans - Public Infrastructure	Site Plan	ENGINEERING DEVELOPMENT APPLICATION CHECKLIST ITEMS
						Blacked out square indicates item NOT required
						<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.
						Any other documentation and/or studies as deemed necessary by the Planning and/or Engineering Departments.
						Preliminary Utility Servicing Plan per the Municipal Code.
						<ul style="list-style-type: none"> ➤ For proposed platting or development 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, and daylight lines for the proposed section on both sides of the proposed centerline
						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 the Extra Territorial Zone (ETZ), 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 approximately one-mile radius but not more.
						Must include a legend defining all line types, hatching types, and symbols.
						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.
						Include any vacations of existing easements or right-of-way.
						Location and dimensions of proposed utility and drainage easements.
						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, unless excused by the City Engineer or their representative.
						FEMA FIRMette map for project area.
						Plan/Plat Date.
						Approved USPS pickup and delivery locations with supporting USPS forms. Please contact the Dickinson Postmaster for coordination, 701-225-6702.
						Grading plan showing existing and final contours, flow arrows, percent of slope, and method of drainage proposed (catch basins, culverts, ponding). Minor plats require flow arrows with spot elevations to show lot drainage patterns.
						Current zoning/requested zoning (if a change is desired).
						Annexation application and fee if applicable.
						Emergency Siren Locations, unless excused fire marshal or their representative.
						Name of plat should not duplicate or resemble any existing subdivision within the office of the county recorder.

