

DUNN CENTER

← NORTH DAKOTA →

SUBDIVISION PREAPPLICATION CHECKLIST

This checklist shall be completed and returned as part of the submittal. Any item checked “No” or “N/A” (not applicable) must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant.

A. Subdivision Type:

- Irregular Tract Survey
- Subsequent Subdivision of a Tract of Record
- Subdivision

B. Number of Lots:

C. Proposed Uses. Indicate the number of lots (or spaces subdivisions for rent or lease, or units for condominiums) for each of the following uses:

	Residential, single household		Park/Recreation/Open Space
	Residential, multi household		Manufactured Home Space
	Planned Unit Development		Recreational Vehicle Space
	Condominium Unit		Commercial
	Townhouse		Industrial
	Other:		

D. Pre-application Requirements. The pre-application plan may be a freehand sketch, legibly drawn, showing approximate boundaries, dimensions, areas and distances. The plan may be drawn directly on a print of a topographic survey required for the preliminary plat.

Pre-Application Requirements	Yes	No	N/A
1. The name of adjoining subdivisions and numbers of adjoining certificates of survey, along with adjacent lot and tract lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location, name, width and owner of existing or proposed streets, roads and easements within the proposed subdivision; existing streets, roads and easements within adjacent subdivisions and tracts; and the name of street or road that provides access from the nearest public street or road to the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of all existing structures, including buildings, railroads, power lines, towers, and improvements inside and within 100 feet of the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Zoning classification within the proposed subdivision and adjacent to it. The zoning proposed for the subdivision, if a change is contemplated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A current U.S. Geological Survey Topographic map at the largest scale available with the subdivision clearly outlined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Embankments, water courses, drainage channels, areas of seasonal water ponding, areas within the designated floodway, marsh areas, wetlands, rock outcrops, wooded areas, noxious weeds and areas of active faults. Include copies of any required permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location, size, and depth of sanitary and storm sewers, water mains and gas lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Location of fire hydrants, electric lines, telephone lines, sewage and water treatment, and storage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pre-Application Requirements Cont'd	Yes	No	N/A
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9. Subdivision block, tract, and lot boundary lines, with numbers, dimensions, and areas for each block, tract and lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Street location, right-of-way width, and name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Easement location, width and purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sites to be dedicated or reserved as park, common open space, or other public areas with boundaries, dimensions and areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sites for commercial centers, churches, schools, industrial areas, condominiums, manufactured housing community, and uses other than single family residences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. An overall development plan indicating future development of the remainder of the tract, if the tract is to be developed in phases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. A title block indicating the proposed name, quarter-section, section, township, range, principal meridian, and county of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Scale, north arrow, name and addresses of owners and developers, and date of preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. A list of variance requests which will be submitted with the application for preliminary plat			

E. A pre-application plan is not a formal requirement for the City of Dunn Center. A review of pre-applications provides invaluable comments and recommendations to aid in the preparation of preliminary plat applications. If an application is submitted, it will be reviewed by the zoning administrator and the city engineer and upon request in writing it shall be reviewed by the Dunn Center City Council at its next available and regularly scheduled meeting. It is considered advisable for all projects greater than 5 acres or 5 lots submit for a pre-application plan review in advance of submitting a preliminary plat application.

I (We), the undersigned, hereby certify that the information contained in this application is true and correct to the best of my (our) knowledge.

Property Owner's Signature(s)

Date

State of _____

County of _____

On this day of _____, 20__ , before me, a Notary Public for the State of ,
 _____ personally appeared _____,
 known to me to be the person(s) whose name(s) is(are) subscribed to the above instrument and acknowledge to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

Notary Public for
State of

Residing at

My Commission
Expires