

DUNN CENTER

← NORTH DAKOTA →

SUBDIVISION PRELIMINARY PLAT APPLICATION 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. Preliminary Plat Requirements. The preliminary plat application must include a plat of the proposed subdivision that shall at a minimum comply with the requirements of Chapter 40-50.1 of the North Dakota Century Code (NDCC). The plan may be drawn directly on a print of a topographic survey required for the preliminary plat.

Preliminary Plat Application Requirements	Yes	No	N/A
1. All information required with the pre-application plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name and location of the subdivision, scale, scale bar, north arrow, date of preparation, lots and blocks (designated by number), the dimensions and area of each lot, and the use of each lot, if other than for single family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All streets, roads, alleys, avenues, highways, and easements; the width of the right-of-way, grades, and curvature of each; existing and proposed road and street names; and proposed location of intersections for any subdivision requiring access to arterial or collector highways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The names of adjoining platted subdivisions and numbers of adjoining certificates of survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. An approximate survey of the exterior boundaries of the platted tract with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of a closing meander traverse shall be given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If the improvements required are to be completed in phases after the final plat is filed, the approximate area of each phase shall be shown on the plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ground contours at 2-foot intervals if slope is under 10 percent; 5-foot intervals if slope is between 10 and 15 percent; and 10-foot intervals if slope is 15 percent or greater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary Plat Application Requirements Cont'd	Yes	No	N/A
9. List of waivers granted from the requirements of the Zoning Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All appropriate certificates per Ch. 40-50.1 of the NDCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Preliminary Plat Supplements Required for All Subdivisions. The supplemental information shall include the following.

Preliminary Plat Supplements Required for All Subdivisions	Yes	No	N/A
1. A map showing all adjacent sections of land, subdivision, certificates of survey, streets and roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Map of entire subdivision on either an 8½-inch x 11-inch, 8½-inch x 14-inch, or 11-inch x 17-inch sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Covenants, Restrictions and Articles of Incorporation for the Property Owners' Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of way or driveways intersect State, County, or City highways, streets or roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A letter of approval or preliminary approval from the City of Dunn Center where a zoning change is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A draft of such other appropriate certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provision for maintenance of all streets (including emergency access), parks, and other required improvements if not dedicated to the public, or if private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Profile sheets for street grades greater than 5 percent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If an authorized representative signs on behalf of an owner of record, a copy of the authorization shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. A preliminary platting certificate, title memorandum, or lot book prepared by a North Dakota title company within 30 days of the preliminary plat application that identifies ownership, mortgages and liens, and known easements impacting the property to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Additional Subdivision Preliminary Plat Supplements. The following list of preliminary plat application supplements shall also be provided for all subdivisions unless waived by the City Council during the pre-application process. The developer shall include documentation of any waivers granted by the City after the pre-application meeting or plan review.

Additional Preliminary Plat Supplements Required for All Subdivisions	Yes	No	N/A
1. NRCS Soils Maps and accompanying tables indicating engineering properties and development constraints for soil types.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Information regarding groundwater conditions at the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water and Sewer – A comprehensive design report evaluating the existing capacity of both the water and sewer utilities. The report must include hydraulic evaluations of each utility for both existing and post development demands. The report findings must demonstrate that adequate capacity is available to serve full development of the annexation area. If adequate water and/or sewer capacity is not available for the full development, the report must identify the water and sewer system improvements required to provide the necessary capacity. Any improvements necessary to serve the full development must be in place prior to further development of the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stormwater management – A comprehensive stormwater management plan shall be prepared for review by the city engineer and shall include both existing and finish grading plans, master stormwater features including but not limited to storm inlets, storm sewers, retention features, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Preliminary Plat Supplements Required for All Subdivisions Cont'd	Yes	No	N/A
5. Streets, roads and alleys – Preliminary Engineering plans detailing grade, width, materials, curbs, sidewalks, stormwater features in the right-of-way, and how the proposed plans conform with the city's master street plan (if one exists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Utilities – The application must include letters from the appropriate agencies or companies showing the ability to provide service to the new development. Utilities include phone, data/internet, TV, power, gas, and garbage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Land use – The application must include a statement indicating how the proposed land use conforms with the future land use map included with the official comprehensive plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Additional relevant and reasonable information identified during the pre-application process and required to adequately assess whether the proposed subdivision complies with the comprehensive plan, the zoning ordinance, and North Dakota Century Code requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. By marking the checkbox below, the developer agrees to allow the City of Dunn Center to send copies of correspondence to all parties listed on Page 1 of the Development Review Application (Property Owner, Applicant and Representative). If the checkbox is not marked, correspondence will be sent to the APPLICANT ONLY!

By marking this checkbox I agree to allow the City of Dunn Center to send copies of correspondence to all parties listed on Page 1 of the Development Review 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