

# DUNN CENTER

← NORTH DAKOTA →

## SUBDIVISION FINAL 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. Date of Preliminary Plat Approval:

D. Final Plat Requirements. A final plat submitted for approval must show or contain, on its face or on separate sheets referred to on the plat, the following information:

<b>Final Plat Application Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. A title or title block indicating the quarter-section, section, township, range, principal meridian, county and, if applicable city or town, in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The name of the person(s) who commissioned the survey and the name(s) of the owner of the land to be subdivided if other than the person(s) commissioning the survey, the names of any adjoining platted subdivisions, and the numbers of any adjoining certificates of survey previously filed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A north arrow and scale bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The location of, and other information relating to, all monuments found, set, reset, replaced or removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The location of any section corners or corners of divisions of sections pertinent to the survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Witness and reference monuments and basis of bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The bearings, distances and curve data of all boundary lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Data on all curves sufficient to enable the re- establishment of the curves on the ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All lots and blocks in the subdivision, designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. All streets, alleys, avenues, roads and highways; their widths (if ascertainable) from public records, bearings and area; the width and purpose of all road rights-of-way and all other easements that will be created by the filing of the plat; and the names of all streets, roads and highways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The location, dimensions and areas of all parks, common areas and other grounds dedicated for public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The total acreage of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. A narrative legal description of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The dated signature and the seal of the surveyor responsible for the survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. A memorandum of any oaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Final Plat Application Requirements Cont'd</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
17. The dated, signed and acknowledged consent to the subdivision of the owner of the land being subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Certification by the City Commission that the final subdivision plat is approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Space for the Clerk and Recorder's filing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Any other information required as a condition of preliminary plat approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Final Plat Supplements Required for All Subdivisions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Certification of dedication of streets, parks, playground easements or other public improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Certification by the City Council or their designated agent expressly accepting any dedicated land, easements or improvements. An acceptance of a dedication is ineffective without this certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A certificate of a title abstractor showing the names of the owners of record of the land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the developer, and any lien holders or claimants of record against the land. The certification shall have been issued no later than 30 days prior to a final plat submittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Copies of any covenants or deed restrictions relating to the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When required, certification from the North Dakota Department of Health stating that it has approved the plans and specifications for water supply and sanitary facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A certificate from the developer indicating which required public improvements have been installed and a copy of any subdivision improvements agreement securing the future construction of any additional public improvement to be installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The certification of the county treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Articles of incorporation and by-laws for any property owners association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of all permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. A letter from the City Engineer certifying that as-built drawings (i.e., copies of final plans, profiles, grades, and specifications for public improvements, including a complete grading and drainage plan) have been received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. A letter from the City Engineer certifying that a copy of all required state highway access or encroachment permits have been received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. For all land used to meet parkland dedication requirements, a final park plan shall be submitted to the City of Bozeman for review and approval prior to the installation of any park improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Any other information required as a condition of preliminary plat approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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