Print Form

CITY/ETA SUBDIVISION PLAT SUBMITTAL CHECKLIST

The following is a summary of the information required on all subdivision plats submitted for review and approval, based on the requirements of Section 14-09-07 of the City Code of Ordinances (Specifications for Plats). The applicant checklist column for the appropriate subdivision plat type (preliminary or final/minor) must be completed by the applicant and this form must be submitted in conjunction with the unified development application. If required items are not included on a plat submitted for approval, the application will be deemed incomplete.

I. PRELIMINARY SUBDIVISION PLATS

General Information	Applicant Checklist	Staff Checklist
a. Proposed name of the subdivision plat (if in City use "addition", if in ETA use "subdivision").		
b. Location of subdivision plat by section, township and range (to the quarter section).		
c. Names and addresses of property owner(s) and registered land surveyor who prepared the plat.		
d. Scale of 1" = 100' or less, shown graphically (A different scale may be used only if it has previously been approved by the Director of Planning & Development).		
e. Date.		
f. North point indication (arrow or compass rose).		
g. Boundary line of proposed subdivision plat indicated by a solid heavy line.		
h. Total acreage within the subdivision plat.		
i. A location map inset showing the boundary of the proposed subdivision plat and covering an area within a one mile radius of the subdivision plat.		
Existing		
j. Existing & proposed access points along public right-of-way within or adjacent to the subdivision plat. For subdivision plats within the ETA, all access points within ¼ mile of the subdivision plat shall be shown.		
k. Name, location, and width of all existing or previously platted streets, including the type and width of surfacing, within or adjacent to the subdivision plat.		
l. Name, dimensions and location of any railroad right-of-way within or adjacent to the subdivision plat.		
m. Name, dimensions and location of any utility easements within or adjacent to the subdivision plat.		
n. Name, dimensions and location of any parks, public land or multi-use trails or crosswalks within or adjacent to the subdivision plat.		
o. Name, dimensions and location of any permanent buildings or structures within or adjacent to the subdivision plat.		

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Existing *continued*	Applicant Checklist	Staff Checklist
p. Location of any corporate boundary if within or adjacent to the subdivision plat.		
q. Location and identification of any sections lines within or adjacent to the subdivision plat.		
r. Existing water mains, storm sewers, sanitary sewers, culverts, bridges, poles, pipelines and other utility structures within or adjacent to the tract, indicating pipe sizes, grades, and exact locations.		
s. Existing zoning of proposed subdivision plat and adjacent tracts of subdivided and un-subdivided land.		
t. Boundary lines of tracts of subdivided and un-subdivided land within or adjacent to the proposed subdivision plat (including any lots being replatted). Owners names are not needed for adjacent tracts within the corporate limits but must be shown for any adjacent tracts within the ETA.		
u. Topographic contours with a minimum contour interval of 2 feet, with indication of datum used (NGVD29 or NAVD88 with NAVD88 required for areas with floodplain information in that datum).		
v. 100-year floodplain and floodway elevations if any portion of the subdivision plat is within the floodplain, with indication of datum used (NAVD88 required for areas with current information in that datum).		
Proposed		
w. Layout, numbers and dimensions of lots and blocks.		
x. Layout of proposed streets, alleys, crosswalks and easements, showing all widths and proposed street names.		
y. Location and dimensions of proposed utility easements, including easements for storm water management facilities and proposed locations of culverts and retention/detention areas, if available.		
z. Location and dimensions of non-access lines.		
aa. Identification of parcels of land intended to be dedicated or reserved for public uses, or set aside for use of property owners within the subdivision plat.		
bb. Fencing note, if required, in accordance with Section 14-09-06 for property adjacent to I-94 or any open drainage facility.		
cc. Airport noise contours within or adjacent to the subdivision plat as established by the latest available data.		
dd. Location of streams, water courses and marshy or swampy areas within or adjacent to the subdivision plat, including federally designated wetlands (must be labeled).		

II. FINAL & MINOR SUBDIVISION PLATS

a. Name of the subdivision plat (if in City use "addition", if in ETA use "subdivision").		
b. Location of subdivision plat by section, township and range (to the quarter section).		
c. Names and addresses of property owner(s) and registered land surveyor.		
d. Scale of 1" = 100' or less, shown graphically.		
e. Date.		
f. North point indication (arrow or compass rose).		
g. Basis of bearings, as derived from State Plane Coordinates.		
h. Indication of both vertical datum and horizontal datum used for the plat.		
i. Boundary line of subdivision plat based on an accurate traverse, with angular and linear dimensions.		
j. Legal description of property being platted, including any section line right-of-way not previously deeded for subdivision plats within the ETA.		
k. Accurate locations of all monuments. One monument shall be placed at each corner and at each change of direction in theboundary line of the subdivision plat. In addition, one monument shall be noted/ placed at each block corner; at eachpoint of deflection in the interior lot lines; and at the point of curvature and point of tangency of each curve in a street line on both sides of the street. Whether monuments are to be noted or placed prior to recording the plat is based on the location of the subdivision plat.		
l. True angles and distances to the nearest official monuments. For subdivision plats adjacent to or within the current corporate limits, a tie to at least one official monument is required. For subdivision plats within the ETA, ties to two official monuments are required. For purposes of this requirement, an official monument is an official government monument, such as a section corner or quarter section corner.		
m. Ties to a minimum of two accepted State Plane Coordinate monuments based on NAD 83 horizontal datum (adjusted 86), units of measurement international feet, ND south zone 3302.		
n. Elevations referenced to a durable benchmark described on the plat within its location to the nearest hundredth of a foot, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum).		
o. Exact location, width and name of all rights-of-way within and adjoining the subdivision plat, and the exact location of all alleys and multi-use trails within the subdivision plat.		
p. Accurate outlines and legal descriptions 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 plat.		
q. All easements for rights-of-way provided for public services and public utilities.		
r. All lot numbers and block numbers and lot lines, with accurate dimensions in feet and hundredths.		
s. Square footage or acreage of land within the subdivision plat, each individual lot, each sublot created by ghost platting, and the total area in streets. If the subdivision plat crosses a quarter-section line, the acreage within each quarter section must also be noted.		
t. Radii, deltas and lengths of all curves based on arc definitions.		
u. Location and dimensions of non-access lines and access points within a continuous non-access line.		

Final Plats *continued*

v. 100-year floodplain and floodway elevations and topographic contours with a minimum contour interval of 2 feet for any portion of the subdivision plat within a designated floodplain, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum).

w. For any waterways or bodies of water within or adjacent to the subdivision plat, the present shoreline locations (relative to the meander line).

x. Water elevations must be shown and dated (meander line).

y. For subdivision plats adjacent to theMissouri River, the 33,000 cfs flow elevation must be shown, which is the ordinary high water mark defined in the zoning ordinance for the purpose of measuring setbacks.

z. Certification by the registered surveyor that the subdivision plat represents a survey made by him/her, or under the surveyor's direct supervision, and that the monuments shown thereon are accurate, all required monuments have been set, and that all dimensional and geodetic details are correct.

aa. Notarized certification by all owner(s) of the land of adoption of the subdivision plat and dedication of sewers, water distribution lines, streets, public areas and other improvements. If there are multiple owners, the specific lot(s) owned by each must be specified.

bb. Proper form for approval of the Planning & Zoning Commission.

cc. Proper form for acceptance of the subdivision plat and amendment of the Master Streetplan by the Board of City Commissioners. For subdivision plats within the ETA, proper form for acceptance of the right-of-way by the Burleigh County Board of Commissioners is also required.

dd. Proper form for approval by the City Engineer.

ee. Fencing note, if required for fencing along Interstate 94 or any open drainage facility.

ff. All restrictive airport noise, clear zone and approach zone elevations within or adjacent to the subdivision plat.

gg. All easements for stormwater management facilities shall be shown and dedicated.

hh. Minimum sheet size of 30” x 36” required. If more than one sheet is required, an index sheet showing the entire subdivision plat on one sheet must submitted, all sheets must be numbered, of the same size, and include matchlines. A border of ½ inch shall be proved on the top, bottom, and right sides of the subdivision plat and a border of 2 inches shall be provided on the left side.