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## Planning Department

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### Major Subdivision: Final Plat Checklist

- ☐ **Application Submittal**, the following shall be included in the application at a minimum:
  - ☐ Confirmation from the City Engineer or their designee of approved plans and specifications in conformance with Section 10.3-13-15.Preliminary Plat.
  - ☐ Confirmation from the City Engineer or their designee of approved storm water management plan in conformance with Section 10.3-15 B.
  - ☐ A Development Agreement as required by the City Engineer or Planning Division.
  - ☐ A final plat in recordable form shall consist of one (1) original. The original shall be drawn on one or more sheet on Mylar (with a dull finish on both sides). Each sheet will be of the dimension of eighteen (18) inches by twenty-four (24) inches and including the following:
    - ☐ a. The name of the subdivision and the legal description of the property subdivided and points of the compass, the scale of plat, the date, names of the owner(s) and the surveyor's certification required by North Dakota Century Code 40-50.1-03.
    - ☐ b. The boundary lines of the area being subdivide with accurate dimensions and bearings.
    - ☐ c. The lines of all proposed and existing streets and alleys with their widths and names.
    - ☐ d. An accurate outline of any property that is offered for dedication to public use and all lot lines with an identification system for all lots and blocks.
    - ☐ e. An indications of easements for any right-of-way provided for public use, services or utilities, with figures showing their dimensions and an indication of the types of uses permitted within the easement.
    - ☐ f. Radii, arcs, chords, points of tangency, central angles for all circular curves.
    - ☐ g. All dimensions, both linear and angular, necessary for locating boundaries of subdivisions, lots, streets, alleys and of any other areas for public or private use, with linear dimensions expressed in feet and decimals of a foot.
    - ☐ h. The location of all survey monuments with their descriptions.
    - ☐ i. The current effective one percent annual floodplain boundary as shown on the Flood Insurance Rate Maps.
    - ☐ j. The proper acknowledgement of the owners and their written consent to the plat and restrictions, including dedication to the public use of all public streets, alleys, parks or other open spaces shown thereon and the granting of easements indicated thereon.
    - ☐ k. A certificate of approval for endorsement by the City Engineer, which when signed shall be conclusive proof of prior approval of the plat by the Planning Commission and City Council.
- ☐ **Completed Application Form**, signed by the property owner(s)
- ☐ **Application Fee**, as listed on application cover sheet.

\*Application forms are available at the Planning Division or on the City's website