

Planning Department

Minor Plat Checklist

☐ **Pre-Application Meeting Per Section 10.2-11 B.**

Prior to submitting a complete application to the Planning Division, applicants shall do the following:

- ☐ The Applicant is highly encouraged to help a Development Review Team meeting for any Minor Subdivision Plat application to identify and address issues prior to submission of any application and avoid needless expenditure of time and money on a proposed subdivision design that will not meet the approval of the City without extensive revision. At a minimum, the Applicant shall consult with the City Engineer and City Planner regarding a proposed development to identify obvious issues which may need to be addressed prior to submission of an application.

☐ **Application Submittal**, the following shall be included in the application at a minimum:

- ☐ 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 includes 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, the 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 subdivided 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 indication 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 area 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.

Minor Plat Characteristics Per Section 10.2-1 B.

A minor subdivision must meet all of the following characteristics to be eligible for consideration of approval:

- ☐ No more than three (3) additional lots are being created.
- ☐ No new public infrastructure required. For clarity of this criteria, individual service lines that connect to the trunk line located within the public right-of-way are not considered public infrastructure.
- ☐ Does not involve lots within more than one zoning district.
- ☐ Is not one Minor Subdivision Plat in a series of Minor Subdivision Plats proposed for contiguous lots as a way to circumvent the Major Subdivision Plat process.
- ☐ The resulting lot(s) conform(s) to the minimum lot area, width and depth for the zoning district in which the property is located or, if presently non-conforming, will not be furthered in nonconformity upon platting.
- ☐ For lots with existing structures, all setback requirements for the zoning district in which the property is located must be met or, if presently non-conforming, will not be furthered in nonconformity upon platting.
- ☐ Wholly contained within existing platted lot or lot(s).
- ☐ The Minor Subdivision Plat does not exceed five (5) acres in residential zoning districts within the corporate boundaries of the City of Minot.