

**STARK COUNTY NORTH DAKOTA SUBDIVISION  
APPLICATION**

DATE OF APPLICATION \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

SUBDIVISION REQUEST (Please select one below)

Major Subdivision Preliminary Plat \_\_\_\_\_

Major Subdivision Final Plat Final Plat \_\_\_\_\_

Minor Subdivision \_\_\_\_\_

**Note: Please use the appropriate subdivision directions and checklist found on this web page. Please contact Steve Josephson, the Stark County Planner, at (701)456-7026 if you have questions.**

NAME OF PLAT \_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

NUMBER OF DWELLING UNITS \_\_\_\_\_

NUMBER OF ACRES \_\_\_\_\_

WILL THIS APPLICATION REQUIRE ANY OTHER ACTION TO COMPLETE THE DEVELOPMENT? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, PLEASE IDENTIFY THE TYPE OF APPLICATION

Zoning Map Amendment \_\_\_\_\_ Zoning Ordinance Text Change \_\_\_\_\_

Variance \_\_\_\_\_ Planned Unit Development \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**STARK COUNTY NORTH DAKOTA SUBDIVISION  
APPLICATION**

E-mail Address: \_\_\_\_\_

**REPRESENTATIVE INFORMATION(IF APPLICABLE)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION IF DIFFERENT FROM THE APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

**PROPERTY INFORMATION**

Property Size: \_\_\_\_\_ acres

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Legal Description as it appears on stark.northdakotaassessors.com:

\_\_\_\_\_

**STARK COUNTY NORTH DAKOTA SUBDIVISION  
APPLICATION**

Parcel Identification Number as it appears on stark.northdakotaassessors.com:

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**SIGNATURES**

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Applicant/Representative Signature and Date

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Owner's Signature and Date

# STARK COUNTY PRELIMINARY SUBDIVISION PLATS DIRECTIONS



## WHAT IS A SUBDIVISION?

A subdivision is the division of a lot, parcel of land, or tract, creating two or more lots, tracts, or parcels for the purpose, whether immediate or future, of sale, rent, or of building development, and any plat or plan which includes the creation of any part of one or more streets, public easements, or other rights-of-way, whether public or private, for access to or from any such lot, tract or parcel, and the creation of new or enlarged parks, playgrounds, plaza, or open spaces.

## WHAT IS A PRELIMINARY PLAT?

The preliminary plat shall be prepared by a registered land surveyor and shall be submitted to the Planning and Zoning Commission for review and recommendation to the County Commission. The preliminary plat shall cover the entire contiguous area owned or controlled by the subdivider if it is less than twenty (20) acres even though only a small portion of it is proposed for the development at the time. The subdivider may be required to submit a development plan if he/she owns or controls more than twenty (20) contiguous acres of land.

## STARK COUNTY SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST

### SKETCH PLAN

\_\_ Applicant met with the Zoning Administrator and under County staff on \_\_\_\_\_ prior to submittal.

**Sketch Plan Data-Note: Sketch Plan does not need to be prepared by an engineer, surveyor, architect, etc. Sketch Plan shall be drawn to scale.**

\_\_ Tract Boundaries

\_\_ North Arrow

\_\_ Description of Nature and Purpose of Street(s) on and adjacent to the tract

\_\_ Proposed General Street Layout

\_\_ Significant Topographical and Physical Features

\_\_ Proposed General Lot Layout

\_\_ Existing and Proposed Land Use

## STARK COUNTY PRELIMINARY SUBDIVISION PLATS DIRECTIONS

### **PRELIMINARY PLATS**

#### **Submission of Copies-Note: Preliminary Plat shall be prepared by a registered land surveyor**

\_\_ Submitted on \_\_\_\_\_ (Note: must be submitted at least 3 weeks prior to the regularly scheduled Planning and Zoning Commission meeting.

\_\_ Two 24" x 36" originals and eleven (11) 11" x 17" prints of the preliminary plat, and a digital copy of the preliminary plat were submitted.

#### Preliminary Plat Data

\_\_ Proposed subdivision name

\_\_ Location by section, township and range to the quarter section

\_\_ Name and address of developer, owners, lien holders, certifier, surveyor or engineer, and designer

\_\_ Scale of plat (1"=100' or less)

\_\_ Date of submittal

\_\_ North Arrow

\_\_ Boundary line of proposed subdivision indicated by a solid heavy line, accurately drawn to scale and showing distances and bearings.

\_\_ Total acreage within subdivision.

The following information shall be included on the proposed plat and existing properties both adjacent to and congruent with the proposed subdivision.

\_\_ Location, right-of-way width and names of any existing or previously platted streets including type and width of surfacing or public ways, easements, railroads, utility rights-of-way, parks and other public open spaces, permanent buildings or structures, corporate boundaries and section lines within or adjacent to the subdivision.

\_\_ Location of existing property lines, buildings, drives, streams, watercourses, wooded areas and drainage ways.

\_\_ Existing water mains, storm sewers, sanitary sewers, culverts, bridges and other utility structures within the tracts, indicating pipe size, grades and exact locations as obtained from public records, oil wells, septic tanks drain fields/cesspools and outlets, farm drain inlets and outfalls.

\_\_ Existing zoning of the proposed subdivision and the zoning of the adjacent tracts of land.

## STARK COUNTY PRELIMINARY SUBDIVISION PLATS DIRECTIONS

- \_\_ Boundary line of adjacent tracts of land or lots showing owner's name.
- \_\_ Contour at vertical intervals of not more than two (2) feet.
- \_\_ Location and dimension of any site to be reserved or dedicated for public uses including drainage ways, parks and open spaces.
- \_\_ Layout of the proposed streets, alleys, crosswalks and easements, showing widths and proposed street names.
- \_\_ Layout, number and dimensions of all lots and blocks.
- \_\_ Parcels of land intended to be dedicated or reserved for public use or set aside for the use of property owners within the subdivision.
- \_\_ Building setback lines, showing dimensions.
- \_\_ Name and address of the property owners(s) and registered land surveyors who prepared the plat.
- \_\_ A location map inset showing the boundary of the proposed subdivision and covering the area within a one-mile radius of the subdivision.
- \_\_ Topographic contours with a minimum contour interval of two (2) feet, with indication of datum used (NGVD29 or NAVD88 with NAVD88 required for areas with current floodplain information in that datum).
- \_\_ 100-year floodplain and floodway elevations if any portion of the subdivision is within the floodplain, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum).
- \_\_ Location and identification of any section lines within or adjacent to the subdivision.
- \_\_ Boundary lines of tracts of subdivided and un-subdivided land within or adjacent to the proposed subdivision.
- \_\_ 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.

## STARK COUNTY PRELIMINARY SUBDIVISION PLATS DIRECTIONS

\_\_ Traffic Impact Study analyzing the improvements required within and nearby the proposed subdivision, if deemed necessary by County staff

\_\_ Detailed grading plan of part or all of the area, if required by County staff.

\_\_ Statement of the general type of improvements required within and nearby the proposed subdivision.

\_\_ Soil survey/report, if required by the County staff.

\_\_ Proposed deed restrictions, if any.

\_\_ Existing and proposed access points along public right-of-way within or adjacent to the subdivision.

\_\_ Wetlands study.

\_\_ Location and dimension of non-access lines.

\_\_ Other information as requested by County staff.

# STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST



## WHAT IS A SUBDIVISION?

A subdivision is the division of a lot, parcel of land, or tract, creating two or more lots, tracts, or parcels for the purpose, whether immediate or future, of sale, rent, or of building development, and any plat or plan which includes the creation of any part of one or more streets, public easements, or other rights-of-way, whether public or private, for access to or from any such lot, tract or parcel, and the creation of new or enlarged parks, playgrounds, plaza, or open spaces.

## WHAT IS A FINAL PLAT?

The final plat is the legal document that is recorded with the County Recorder's office. The sale of subdivided lots can only proceed after this recording. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements. The final plat shall cover the area which is realistically designated for transfer or sale of lots.

## FINAL PLAT SUBMISSION REQUIREMENTS

The subdivider shall meet with the Zoning Administrator and other County staff, including, but not limited to, the County Engineer, County Road Superintendent, and the County Emergency Services Director, to discuss whether the proposed plat is consistent with the County's comprehensive plan, its zoning code, and with other County policies and regulations.

After meeting with the Zoning Administrator, the subdivider shall apply to the Planning and Zoning Commission on appropriate forms provided by the Zoning Administrator at least three (3) weeks days prior to its regularly scheduled meeting.

The subdivider shall submit two (2) 24" x 36", eleven (11) 11" x 17" prints of the preliminary plat, and a digital copy of the plat to the Zoning Administrator at the time the application is made. The plat shall comply with the provisions of Stark County Zoning Code.

The subdivider may submit any instrument whereby he/she proposes to regulate land use in the subdivision for protecting the proposed development.

The subdivider shall provide other data related to drainage, soil suitability, financing of improvement and other related information which the Planning and Zoning Commission requests.

# STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST

## STARK COUNTY SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST-FINAL PLAT

### FINAL PLAT

\_\_ Applicant contacted Zoning/Subdivision Administrator on \_\_\_\_\_ prior to submittal

#### **Submission of Copies**

\_\_ Submitted on \_\_\_\_\_ (Note: must be submitted no later than three (3) weeks prior to the planning and zoning commission meeting.

\_\_ Two (2) 24" x 36" originals and eleven (11) clear and legible 11" x 17" reductions were submitted along with a digital copy.

The final plat shall conform to all provisions of this Code and conditions set forth by the County Commission and include the following:

\_\_ Name of subdivision which should not duplicate or resemble any existing subdivision within the vicinity, and the date of tentative approval of preliminary plat by the County Commission.

\_\_ Location by section, township and range, to the quarter section, or other legal description.

\_\_ Names and addresses of owners and surveyor or other professional person preparing the plat.

\_\_ Plat map with scale of one inch representing one hundred (100) feet or less. This requirement may be waived by the Planning and Zoning Commission for large tract subdivisions.

\_\_ Date, graphic scale and North point.

\_\_ Boundary line of subdivision based on an accurate traverse, showing distances and bearings.

\_\_ Exact location, width and name of all streets within and adjoining the subdivision, and the exact location of all alleys and crosswalks.

\_\_ True bearing and distances to the nearest established street lines or official monuments, which shall be accurately described on the plat.

\_\_ City, township, county or section lines accurately tied to the boundary lines of the subdivision by bearing and distance.

\_\_ Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs.

## STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST

\_\_ All easements for rights-of-way provided for public services and public utilities.

\_\_ All lot and block numbers and lot lines, with accurate dimensions in feet and hundredths.

\_\_ Accurate location of all monuments, which shall be of material size in accordance with the standards of the city, the county, and the state.

\_\_ 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 thereon, and of any area to be reserved by deed covenant for common use of all property owners.

\_\_ Where required, detailed engineering drawings, cross-sections or profiles of streets, utility lines, catch basins or other installations of improvements as installed.

\_\_ Building or property covenants.

\_\_ Certification by registered surveyor to the effect that the plat represents a survey made by him/her, and that the monuments shown thereon exist as located and that all dimensional and geodetic details are correct.

\_\_ Notarized certification by the owners of the land of the adoption of the plat and the dedication of sewers, water distribution lines and other improvements and of streets and other public areas.

\_\_ Legal description of property being platted, including any section line right-of-way not previously deeded for plats within the extraterritorial jurisdiction.

\_\_ Ties to a minimum of two (2) accepted State Plane Coordinates based on NAD 83 horizontal datum (adjusted 86), units of measurement international feet, ND south zone 3302.

\_\_ Elevations referenced to a durable benchmark described on the plat with its location and elevation to the nearest hundredth of a foot, with indication of datum uses (NAVD88 required for areas with current floodplain information in that datum).

\_\_ Square footage or acreage of land within the subdivision, each individual lot, each subplot created by ghost platting, and the total area in streets. If the subdivision crosses a quarter-section line, the acreage within each quarter section must also be noted.

\_\_ Location and dimension of all non-access lines and any access points within a continuous non-access line.

## STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST

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

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

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

All restrictive airport noise, clear zone and approach zone elevations as established by the latest available data, where applicable.

Certification from Stark County that all taxes have been paid in full.

Proper form for the approval of the Planning and Zoning Commission.

Proper form for the approval of the County Commission.

# STARK COUNTY MINOR SUBDIVISION CHECKLIST



## WHAT IS A SUBDIVISION?

A subdivision is the division of a lot, parcel of land, or tract, creating two or more lots, tracts, or parcels for the purpose, whether immediate or future, of sale, rent, or of building development, and any plat or plan which includes the creation of any part of one or more streets, public easements, or other rights-of-way, whether public or private, for access to or from any such lot, tract or parcel, and the creation of new or enlarged parks, playgrounds, plaza, or open spaces.

## WHAT IS A MINOR SUBDIVISION?

Where a proposed subdivision does not entail the establishment of any required street or road easements nor does it require any utility easements nor does the subdivision require any grading or re-contouring of the land surface, then said subdivision may be defined as a minor subdivision and may follow the guidelines of these regulations developed for minor subdivisions. All other plots are considered major subdivisions.

The subdivider shall meet with the Zoning Administrator and other County staff, including, but not limited to, the County Engineer, County Road Superintendent, and the County Emergency Services Director, to discuss whether the proposed plat is consistent with the County's Comprehensive plan, its zoning Code, and with other County policies and regulations.

After meeting with the Zoning Administrator, the subdivider shall apply to the Planning and Zoning Commission on appropriate forms provided by the Zoning Administrator at least three (3) weeks days prior to its regularly scheduled meeting.

The subdivider shall submit two (2) 24" x 36", eleven (11) 11" x 17" prints of the preliminary plat, and a digital copy of the plat to the Zoning Administrator at the time the application is made. The plat shall comply with the provisions of the Stark County Code.

The subdivider may submit any instrument whereby he/she proposes to regulate land use in the subdivision for protecting the proposed development.

The subdivider shall provide other data related to drainage, soil suitability, financing of improvement and other related information which the Planning and Zoning Commission requests.

## STARK COUNTY MINOR SUBDIVISION CHECKLIST

### STARK COUNTY MINOR SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST

\_\_ Applicant met with the Zoning/Subdivision Administrator on \_\_\_\_\_ prior to submittal

#### **Submission of Copies**

\_\_ Submitted on \_\_\_\_\_ (Not: must be submitted no later than three (3) weeks prior to the planning and zoning commission meeting.

\_\_ Two (2) 24" x 36" originals and eleven (11) clear and legible 11" x 17" reductions were submitted along with a digital copy.

The minor subdivision plat shall include the following requirements, data and information.

\_\_ Scale of not smaller than one inch equals one hundred feet (1" = 100')

\_\_ Name of the subdivision and location by section, township and range, to the quarter section, or other legal description.

\_\_ Date, graphic scale and North point.

\_\_ Boundary line of the proposed subdivision indicated by a solid heavy line, accurately drawn to scale and showing distances and bearings.

\_\_ Total acreage within the subdivision.

\_\_ Location, right-of-way width and names of any existing or previously platted streets including type and width of surfacing or public ways, easements, railroads, utility rights-of-way, parks and other public open spaces, permanent buildings or structures, corporate boundaries and section lines within or adjacent to the subdivision.

\_\_ Location of existing property lines, buildings, drives, streams, watercourses, wooded areas and drainage ways.

\_\_ Existing water mains, storm sewers, sanitary sewers, culverts, bridges and other utility structures within the tracts, indicating pipe size, grades and exact locations as obtained from public records, oil wells, septic tanks drainfields/cesspools and outlets, farm drain inlets and outfalls.

\_\_ Existing zoning of the proposed subdivision and the zoning of the adjacent tracts of land.

## STARK COUNTY MINOR SUBDIVISION CHECKLIST

- Boundary line of adjacent tracts of land or lots showing owner's name.
- Layout, number and dimensions of all lots and blocks.
- Building setback lines, showing dimensions.
- Name and address of the property owners(s) and registered land surveyors who prepared the plat.
- A location map inset showing the boundary of the proposed subdivision and covering the area within a one-mile radius of the subdivision.
- 100-year floodplain and floodway elevations if any portion of the subdivision is within the floodplain, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum).
- Location and identification of any section lines within or adjacent to the subdivision.
- Boundary lines of tracts of subdivided and un-subdivided land within or adjacent to the proposed subdivision.
- Traffic Impact Study analyzing the improvements required within and nearby the proposed subdivision, if deemed necessary by County staff
- Detailed grading plan of part or all of the area, if required by County staff.
- Statement of the general type of improvements required within and nearby the proposed subdivision.
- Soil survey/report, if required by the County staff.
- Proposed deed restrictions, if any.
- Existing and proposed access points along public right-of-way within or adjacent to the subdivision.
- Wetlands study
- Location and dimension of non-access lines.
- Other information as requested by County staff.
- Certification from Stark County that all taxes have been paid in full.
- Proper form for the approval of the Planning and Zoning Commission.

## STARK COUNTY MINOR SUBDIVISION CHECKLIST

   Proper form for the approval of the County Commission.