

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 purpose of a preliminary plat is to provide detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage and other information required to evaluate the proposed development.

PRELIMINARY PLAT SUBMISSION REQUIREMENTS

The subdivider shall meet with the County Planner/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 Ordinance, and with other County policies and regulations. The subdivider shall present a sketch plan when meeting with County staff. The Sketch Plan does not need to be prepared by an engineer, surveyor, architect, etc. The Sketch Plan shall be drawn to scale and, at a minimum, include the following:

- 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;
- Proof of zoning and/or conditional use approval, including conditions of approval and site plan, if appropriate;
- Proposed General Lot Layout;
- Existing and Proposed Land Uses; and
- Land uses of adjacent tracts.

After meeting with the County Planner/Zoning Administrator, the subdivider shall apply to the Planning and Zoning Commission, on appropriate forms provided by the County Planner/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 County Planner/Zoning Administrator at the time the application is made. The plat shall comply with the provisions of the Stark County Code.

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The subdivider shall also submit a written statement describing the proposed subdivision. The written statement shall address how the proposed subdivision is consistent with the County Comprehensive Plan, its Zoning Ordinance, and other County policies and regulations. The written description shall also address how development will be efficiently served by public utilities, fire, law enforcement and emergency services, whether the area is subject to flooding, whether the area is topographically suitable for development, and how the proposed subdivision is comparable to and compatible with the development pattern in the general area.

The subdivider shall also submit the completed subdivision requirements checklist.

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.

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.

Application fees for preliminary subdivision plats are as follows:

Up to 10 lots-\$500
11 lots to 25 lots-\$750
26 lots to 40 lots-\$1,500
Over 40 lots-\$2,000

PRELIMINARY PLAT REVIEW PROCESS

At its regularly scheduled monthly meeting the Planning and Zoning Commission shall review the preliminary plat and may request additional information before it takes action.

The conditional approval of a preliminary plat shall clearly state the nature and extent of the conditions which shall be met before a final plat is submitted for review and approval. Conditional approval of a preliminary plat by the Planning and Zoning Commission is not an acceptance of a subdivision plat, but is an expression of approval of a general plat as a guide to preparation of a subdivision for final plat review and approval.

The Planning and Zoning Commission may require the subdivider to submit a revised preliminary plat before the subdivider proceeds with the preparation of the final plat.

Approval of the preliminary plat shall be effective for a period of two (2) years within which a final plat shall be prepared. If the final plat is not submitted within this time period, the County Commission may require the subdivider to resubmit the preliminary plat for review and approval, unless the developer had provided a detailed timetable for the preparation of the final plat(s).

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Please contact Stark County Planner/Zoning Administrator Josephson at (701)456-7672 or at sjosephson@starkcountynd.gov if you have questions.

STARK COUNTY PRELIMINARY PLAT SUBMITTAL REQUIREMENTS CHECKLIST **SKETCH PLAN**

Applicant met with the County Planner/Zoning Administrator and other 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

Proof of zoning and/or conditional use approval, including conditions of approval and site plan, if appropriate

Proposed General Lot Layout

Existing and Proposed Land Use

Land uses of adjacent tracts

PRELIMINARY PLATS

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

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

Applicant met with the County Road Superintendent on _____ prior to submittal

Applicant met with the County Engineer on _____ prior to submittal

Applicant met with the County Emergency Manager on _____ prior to submittal

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.

Written statement

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.

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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.

__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).

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- __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.
- __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.

Development Plan

If a development plan is required for a tract of land, the following shall be included in the plan.

- __Location of existing property lines, buildings, drives, streams, wooded areas and other significant natural features.
- __General layout of proposed streets and location of blocks for designated uses.
- __Location of open spaces and facilities for public uses.
- __Existing drainage pattern based on the available topographic information from the U.S. Geological Survey maps and other similar information.
- __The development plan shall be drawn at a scale of one inch representing four hundred (400) feet.

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County staff and/or the Planning and Zoning Commission may require additional information as a part of the development plan.