

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?

When 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.

MINOR 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 Code, and with other County policies and regulations.

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.

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 application file for a minor subdivision plat is \$200.

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

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STARK COUNTY MINOR SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST

__Applicant met with the County Planer/Zoning 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 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.

__Boundary line of adjacent tracts of land or lots showing owner's name.

__Layout, number and dimensions of all lots and blocks.

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- 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.
- Proper form for the approval of the County Commission.