

**OUTLOT PLAT REVIEW APPLICATION  
MOUNTRAIL COUNTY**

Date Submitted: \_\_\_\_\_

Fee : \_\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Landowner's Name

Organization name (if applicable): \_\_\_\_\_

Applicant Mailing Address:

Landowner's Mailing Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Phone Number + Email

\_\_\_\_\_  
Landowner's Phone Number + Email

**REQUEST:**

**FEE**

\_\_\_\_ Non AG Outlot Procedure  
(0-15.0 acres)

\$250<sup>00</sup>

\_\_\_\_ Non AG Outlot Procedure\*  
(15.01 ac or greater)

\$1,000<sup>00</sup>

**REQUEST:**

**FEE**

\_\_\_\_ AG Outlot Procedure  
(0-35.00 acres)

\$250<sup>00</sup>

\_\_\_\_ AG Outlot Procedure\*  
(35.01 ac or greater)

\$500<sup>00</sup>

*\* Public Hearing required.*

**MAKE CHECKS PAYABLE TO MOUNTRAIL COUNTY**  
(Please print one application per request)

Legal Description of Request: (Example: N½NW¼ Section # Township # Range #)

\_\_\_\_\_

Township Name: \_\_\_\_\_ Parcel ID# (if known) \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Existing Use of Property: Agricultural Residential Commercial Industrial Other: \_\_\_\_\_

**\*\*\*\*\*PLEASE ATTACH ENGINEERED SKETCH PLAN\*\*\*\*\***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

PLEASE RETURN TO Mountrail County Planner, P.O. Box 248, Stanley, ND 58784-0248

01/05/17

**Check List:**

Date/Initial

- |       |  |
|-------|--|
| _____ | Initial Meeting with Planning & Zoning Staff |
| _____ | Review of Planning & Zoning Department       |
| _____ | Mailed to Township Board/City County         |
| _____ | Review by County Road & Bridge Department    |
| _____ | Review by County State's Attorney Office     |
| _____ | Review by County Tax Equalization Office     |
| _____ | Review by of County Auditor's Office         |
| _____ | Review by County Recorder's Office           |



# Mountrail County Planning and Zoning CHECKLIST

## Outlot and/or Subdivision Application

Please initial that you have submitted and understand the following requirements for an outlot and/or subdivision.

Please submit this checklist with your application.

CURRENT ZONING	FEE	PUBLIC HEARING REQ?
Ag land 0-35 acres	\$250.00	NO
Ag land 35.01 acres or greater	\$500.00	YES
Non-ag land 0-15 acres	\$250.00	NO
Non-ag land 15.01 acres or greater	\$1,000.00	YES
Subdivision creating two or more contiguous lots in any zoning	\$1,000.00 <i>plus \$50<sup>00</sup> per Lot after 3 lots</i>	YES

**Initials**

**Application Requirements**

	Application completed and signed by all landowners and/or applicant
	Submit preliminary plat from certified land surveyor
	Correct legal description and owner(s) of record documented
	Plat includes name, address, and contact information of developer/owner
	Plat is printed on 8x14" legal sized paper with a minimum 10 pt. font
	Plat includes date of preparation, scale, and a north arrow
	Scaled drawing illustrates property boundaries
	Street names & widths identified
	Marked access points identified
	Total acreage listed
	Present zoning of proposed area : _____
	Will this be rezoned? (Yes) or (No) If yes, desired zoning: _____
	Widths, locations, and document numbers of all easements for drainage, sewer, public utilities, ingress/egress and other purposes listed
	Signature line for Planning and Zoning Chairman
	A 3&1/2X4" inch space for the Mountrail County Recorder's Office stamp and approval.
	Any new approaches to County roads must be approved by the Mountrail County Road and Bridge Department.
	Mountrail County has a standard 150 ft. (75' each side of road) right of way easement on all County roads and unorganized township section lines. Mountrail County has a minimum of 66 ft. (33' each side of road) right of way easement on all unorganized township roads and section lines.
	State and federal highways require a 250 ft. right of way easement (125 ft. from center line of the road in both directions)
	Plat review committee may request changes to preliminary plat before final approval.
	Final plat must have all original signatures, seals, and notarizations.
	Final plat must be recorded at the Mountrail County Recorder's Office.

**\* For further information please see the Mountrail County Subdivision Resolution and/or the Mountrail County Zoning Ordinances.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature