

**SUBDIVISION 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

___ Subdivision creating two or more contiguous lots in any zoning district
 **Public Hearing Required*

\$2,000.00

___ *Replat Subdivision*

\$1,000.00 plus \$50.00
per lot after
3 lots

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 _____

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	\$1000.00	YES
Subdivision creating two or more contiguous lots in any zoning	\$2000.00	YES

Initials

Application Requirements

	Application completed and signed by all landowners and/or applicant
	Submit preliminary plat from certified land surveyor ^{P42} to Administrator (can be a PDF)
	Correct legal description and owner(s) of record documented
	Plat includes name, address, and contact information of developer/owner
	^{Finalized} Plat is printed on 36x24 mylar 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
	Existing property lines and property lines extending two hundred (200) feet from the exterior boundaries of the parcel to be subdivided, including the names of the adjacent property owners shall be indicated.
	Existing roads, both public and private, showing width of road, type of construction, and any associated easements.

	Any and all existing public and private easements including the purpose or type of the easement.
	Location and size of all existing and abandoned drainage, storm water, and agricultural tiles; individual sewage treatment systems, wells, and utilities, including poles located on the property and to a distance of two hundred (200) feet beyond the property.
	Permanent buildings or other substantial land uses located on the property and to a distance of two hundred (200) feet beyond the property.
	Waterways, watercourses, wetlands, and one hundred (100) year flood elevations, as designated by the State Water Commission or Flood Insurance Rate Maps (FIRM), shall be so designated on the plat and the mean sea level of the one hundred (100) year flood, if available, shall be denoted on the plat to datum as referenced on FIRM map.
	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. <i>Any New approaches to township Roads must be approved by Township.</i>
	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. <i>See Recorder for recording Fees.</i>

*** 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