

# Grand Forks County

## Planning and Zoning

Comp. App. Date	_____
PC Rec. Date	_____
CC Action Date	_____
CC Approval	_____ Denial _____

### ***Subdivision Application***

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#### **Developer(s):**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_ Email \_\_\_\_\_

#### **Property Owner(s)/Fee Owner(s), if different from above:**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

#### **Parcel Information:**

PID#(s): \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Complete Legal Description: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Proposed Name of Subdivision: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed # of Lots: \_\_\_\_\_

#### **Primary Contact:**

Grand Forks County  
Planning and Zoning Department

151 South 4<sup>th</sup> Street  
Grand Forks, ND 58206-5294  
701.780.8413

**Application Fee & Escrow Deposit:**

# of Lots	Fee	Receipt #
Base Application Fee	\$150	
Per Additional Lot	\$25	

Please contact the Grand Forks County Planning Department if there are unanswered questions or if you're unsure how to proceed. We will strive to process your application as quickly as possible and assist you in every way we can.

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I hereby authorize the County Planner or authorized agent to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Developer(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Signature(s) of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION INFORMATION:**

### **I. Application Quantities and Submittal Formats:**

- \_\_\_\_\_ 1. Two (2) **folded** paper copies of the preliminary plat and supporting graphic materials that are 24" x 36" in size. Additional copies may be requested as deemed necessary by the Planning Department
  - \_\_\_\_\_ a. One (1) reproducible copy reduced to 11" x 17" of the above.
  - \_\_\_\_\_ b. One (1) reproducible copy reduced to 8.5" x 11" of the above.
- \_\_\_\_\_ 2. One (1) reproducible copy at 8.5" x 11" of all other supporting documents.
- \_\_\_\_\_ 3. One (1) copy of the preliminary plat and all related engineering plans in a digital format (**DWG file in North Dakota State Plane Coordinates**) compatible with County requirements.

### **II. Complete Application Submittal Requirements:**

Complete applications shall consist of the following information, unless waived by the Planning Department. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by County Staff, Town Board, Planning Commission, or County Commission, and additional information may be requested during the review process.

#### **A. General Information**

- \_\_\_\_\_ 1. The proposed name of the plat.
- \_\_\_\_\_ 2. Date of application, name, address, and phone number of the owner, developer, agent, applicant, engineer, surveyor, planner, attorney or other principle involved in the development of the plat.
- \_\_\_\_\_ 3. Section, Township, Range, County and State shall be stated on the plat.
- \_\_\_\_\_ 4. Existing zoning or any zoning changes needed, or reference to any zoning or similar land use actions that have already occurred that are pertinent to the proposed development.
- \_\_\_\_\_ 5. Total acreage of the land to be subdivided.
- \_\_\_\_\_ 6. Boundary line survey and legal description.
- \_\_\_\_\_ 7. North arrow and scale of one to two hundred (1/200) to one to fifty (1/50) depending upon the size of the plat and the detail of the information to be shown.
- \_\_\_\_\_ 8. Existing covenants, liens, or encumbrances on all property within the plat.

- \_\_\_\_ 9. Proposed street names.
- \_\_\_\_ 10. Road right-of-way.
- \_\_\_\_ 11. Application fee.
- \_\_\_\_ 12. Any additional information as requested by the Planning Department.

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## **B. Existing Features to Be Shown**

- \_\_\_\_\_ 1. 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.
- \_\_\_\_\_ 2. Existing roads, both public and private, showing width of road, type of construction, and any associated easements.
- \_\_\_\_\_ 3. Any and all existing public and private easements with purpose of easement and types and location of any facility or installation that is located in the easement.
- \_\_\_\_\_ 4. Location of all existing and abandoned drainage, storm water, and agricultural tiles.
- \_\_\_\_\_ 5. Waterways, watercourses, lakes, and wetlands with ordinary high water level and one hundred (100) year flood elevations shown on the map.
- \_\_\_\_\_ 6. The toe and top of any bluffs present.

## **C. Proposed Features to Be Shown**

- \_\_\_\_\_ 1. Proposed lot lines, dimensions, and the gross soil acreage of all lots.
- \_\_\_\_\_ 2. Location, grade, and width of proposed streets, and provision for extending streets to serve adjacent areas. Access and street classifications shall be consistent with the Grand Forks County Land Use Plan.
- \_\_\_\_\_ 3. Location of proposed driveways and culvert size.

## **D. Additional Information Required**

- \_\_\_\_\_ 1. A build out plan (ghost plat), when applicable, depicting how the land within the subdivision may be further subdivided in the future.
- \_\_\_\_\_ 2. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review.
- \_\_\_\_\_ 3. Proposed title declarations for residential lots adjoining potential future development open spaces notifying the perspective homeowner of the intent to have the open space develop in the future.
- \_\_\_\_\_ 4. Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and buffer yards.
- \_\_\_\_\_ 5. Overland Flood Study delineating the 24 hour, 100 year Storm Event.

### **III. Submittal Deadlines:**

The Preliminary Plat Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The person applying for plat approval shall submit to the Planning Department a complete application and all other information required no later than three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements.