

A subdivision application is needed to subdivide unplatted land, to replat previously platted land, or to adjust the boundary lines between two or more platted lots.

Notice to Applicants: The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay the hearing of your request before the Planning Commission or City Council.

See Chapter 28 – Land Subdivision Regulations in the City of Minot’s Zoning Code of Ordinances for more information.

N/A YES	<u>Preliminary Plat Process</u> Meet with the Planning Department to discuss future intentions and Conceptual Layout Plan. You must discuss your proposed application with Planning Department Staff prior to submitting an application. Call 701-857-4100 to schedule a pre-application meeting. <ul style="list-style-type: none">• At pre-application meeting, you will need to submit a Conceptual Layout Plan. <u>Public Land Dedication Section 28-45</u> Meet with Park District to discuss land dedication. You must discuss your proposed application with the Park District Staff prior to submitting an application. <ul style="list-style-type: none">• Call (701) 857-4136 to schedule an appointment. <u>Conceptual Layout Plan should have the following:</u> Provide an accurate Site Survey showing proposed property, drawn to scale, including all dimensions and square footages, and complete legal description of all parcels affected. Provide a Site Plan of a subdivision design. The entity proposing to subdivide land, subject to the jurisdiction of the City of Minot, conforms to the following factors as set in Chapter 28. <ul style="list-style-type: none">• A generalized location map showing the location of the proposed site in relation to surrounding neighborhoods and the City.• A scaled site plan of the proposed site showing all site dimensions.• All types of proposed uses including zoning for the proposed parcel(s) and uses of adjacent land.• Location of all buildings and structures on the proposed site.• Elevation drawings or illustrations indicating the architectural treatment of all proposed buildings and structures.• Any plans for the modification of standards set by this title or any other provision of the Code.• Location and size (width and depth) of all required parking spaces and drive isles.• General floor plans of all proposed buildings and structures. <u>Preliminary Plat Process and Application Form:</u> Submit all material listed on the following pages into the Planning Department to be considered for the Planning Commission by the 15th of the month. The Planning Commission will hear the request at the following months meeting.
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Preliminary Plat Checklist

N/A YES

Preliminary Plat Process and Application Form: Continued.

Application Fees Paid: All fees should be paid in full at the Planning Department, located at 1025 31st Street SE, Minot, ND, 58701. Applicants should have the following when turning in an application:

Application Cover Sheet should be filled out, completed and signed by the property owner(s).

Provide a Site Plan of the complete proposed subdivision design.

Written Statement: describing the proposal and any requested subdivision variances.

Legal description in recordable form: printed clearly on an 8.5"x 11" sheet (consult a surveyor or an attorney if needed).

Preliminary Plat: prepared at a scale sufficient to clearly show the following details on an 8 1/2"x11" and an electronic copy in AutoCAD (.DWG) format.

- The proposed name of the subdivision or outlot with total acreage noted.
- The location and boundaries of the subdivision, names of all abutting subdivisions with lines of all abutting lots, or, if the abutting land is unplatted, a notation to that effect.
- Name of all existing and proposed streets and roadways.
- Contours at two (2) foot intervals.
- The date of preparation, scale, and north symbol.
- The location of structures on the property and approximate location of structures off the property, within ten feet of the proposed plat boundary.
- The name, address, and telephone number of the licensed surveyor or licensed engineer.
- Total acreage of the subdivision.
- The location and dimensions of all proposed public improvements, public easements, lot lines, parks, and other areas to be dedicated for public use, and identification of areas reserved for future public acquisition.
- Zoning on and adjacent to the proposed subdivision.
- Areas subject to the one-hundred year flood, base flood elevation data, and the source used in determining that elevation.
- Location of natural areas, rock outcrops, tree stands, and areas in their natural state that are unsuitable for development.
- The number of lots, each lot size, and the proposed uses of each lot.
- Names of all proposed and existing streets.
- Radii on all street curves.
- Statement as to how commonly owned land is to be owned and managed, including restrictive covenants proposed.
- Schedule for making improvements.

Preliminary Plat Checklist

N/A YES

Preliminary Plat Process and Application Form: Continued.

Preliminary Utility and Storm Water Management Plan showing the location of subdivision design with the proposed water, sewer, and storm water drainage facilities necessary to serve the platted area, and connections to the surrounding area— two 22"x34" (folded to 8.5"x11") copies and one 11"x17" copy.

- The location and size of existing utilities within or adjacent to the proposed subdivision including water, sewer, storm sewers and drainage facilities, fire hydrants within three hundred fifty feet of the property, electricity, and gas.
- A designation of storm water plan.
- Location of natural areas, rock outcrops, vegetation and areas in their natural state that are un-suitable for development.

Staff Review

Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the zoning of the site, the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, any additional criteria listed within the City of Minot's Zoning Ordinance, and other related factors.

Planning Commission Meeting

You will be notified when a Planning Commission hearing is scheduled for your application. Planning Commission meetings are scheduled at 5:30 pm on the last Monday of each month (excluding December).

The Planning Commission will review the application, conduct a public hearing, and make a decision to approve, approve with considerations, hold the application for more work to be completed, or deny the application.

If the Planning Commission recommends approval, the City Council will make a final decision at the following months City Council meeting. If approved, you will then need to complete the Final Plat Checklist.

Comments: