

**APPLICATION FEE AND PLAT  
MUST BE TURNED IN TOGETHER  
WITH APPLICATION**



**PRELIMINARY PLAT APPLICATION**

**The fee for a Preliminary Plat is: \$300 for the first 10 lots, then \$50 for every additional lot.**

Date submitted by applicant: \_\_\_\_\_ File number: \_\_\_\_\_

Name of subdivision: \_\_\_\_\_ Fee paid: \_\_\_\_\_

**Name of applicant** (this should be the primary contact person for this project):

\_\_\_\_\_  
(Print name) (Sign)

Applicant's phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(Please print legibly)

**Name of owner** (Multiple owners must sign below):

\_\_\_\_\_  
(Print name) (Sign)

Date signed: \_\_\_\_\_

Owner's phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Owner's email: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(Please print legibly)

**Legal Description:**

\_\_\_\_\_  
\_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

Township: \_\_\_\_\_ Total acreage of property: \_\_\_\_\_ Total lots: \_\_\_\_\_

Current zoning: \_\_\_\_\_

Type of subdivision:  Commercial  Industrial  Residential  Mixed Use



**Brief Description of Project:**

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**Additional Owners if any:**

I HEREBY CERTIFY UNDER PENALTY OF PERJURY AND THE LAWS OF THE STATE OF NORTH DAKOTA THAT THE INFORMATION SUBMITTED HEREIN, ON ALL OTHER FORMS, DOCUMENTS, PLANS OR ANY OTHER INFORMATION SUBMITTED AS A PART OF THIS APPLICATION ARE TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. SHOULD ANY INFORMATION OR REPRESENTATION SUBMITTED IN CONNECTION WITH THIS APPLICATION BE INCORRECT OR UNTRUE, I UNDERSTAND ANY APPROVAL BASED THEREON MAY BE RESCINDED AND OTHER ENFORCEMENT ACTION MAY BE TAKEN.

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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All applications must be submitted in person or by mail. Applications will be turned down or returned if all supporting materials are not submitted together. Additional information as requested by the Planning Director may be sent by mail or e-mail. No application will be processed, reviewed or scheduled for a public hearing if it is incomplete. A checklist of the necessary information and documents has been attached to this application for your convenience.

If the applicant is a corporation, LLC, an attorney, realtor or someone other than the owner, the name of the application shall remain consistent throughout the supporting materials submitted. Please contact the Planning Department by phone or e-mail with any questions. Proof of ownership of ownership is required. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner.

A. REQUIREMENTS TO MEET SUBDIVISION REGULATIONS

Filing Procedures

1. Prior to filing an application for a Preliminary Plat, Major Subdivision or Minor Subdivision, the subdivider, developer and/or landowner shall schedule a Pre-application meeting with the Planning & Zoning Department to discuss the details of the project.
2. The purpose of this meeting is to determine if the proposed project meets the requirements and objective of the Comprehensive Plan, Zoning Regulations and the Subdivision Regulations.
3. Once the required data and documents are submitted to and reviewed by the Planning Department, the Director of Planning will schedule a public hearing before the Planning Commission. Upon receipt of a recommendation from the Planning Commission, the Director of Planning will schedule the project before the Board of Commissioners.

B. PRE-APPLICATION – REQUIREMENTS AND INFORMATION

The subdivider shall submit the following plans and data to the Williams County Planning Department as part of the pre-application process;

- A. Sketch plan - shall show the proposed layout of streets, lots, and other features in relation to existing conditions. The sketch plan shall be a drawing from a CAD or similar computer software program. The sketch plan shall include the existing topographic data and such other data that will help inform the Planning Director of the general layout, location and idea of the proposed project.
- C. General Subdivision Information - shall describe or outline the existing conditions of the site and proposed development as necessary to supplement the required drawings. This information may include, but is not limited to;
  - i. The development name,
  - ii. data on existing covenants,
  - iii. land characteristics, and available community facilities utilities
  - iv. number of residential lots,
  - v. typical lot width and depth,
  - vi. business areas,
  - vii. playgrounds, park areas, and other public areas,
  - viii. Location Map; showing the relationship of the proposed subdivision to existing community facilities which serve or influence it.
  - ix. Main traffic arteries, railroad stations, airport,
  - x. Community facilities such as; shopping centers; elementary and high schools; parks and playgrounds, hospitals, etc
  - xi. Scale; north arrow,

- D. PRELIMINARY PLAT SUPPORTING MATERIALS - The following data requirements are necessary for review of an application:

Applicant	County Staff	Supporting Materials
		Preliminary Plat application,
		Application fee,
		Letter from applicable Township,
		Proof of ownership (deed, etc),
		2 copies of the Plat,
		Hydrology plan,
		Grading plan,
		Subsurface soil, rock and ground water conditions; depth to ground water unless test pits are dry at a depth of 12 feet; location and results of soil percolation tests if individual sewage disposal systems are proposed,
		Road Plans – showing profiles showing, ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading,
		Plans of proposed sanitary and storm water sewers with grades and sizes indicated,
		Draft Development Agreement,
		Protective Covenants,
		Certificate of title,
		Preliminary Letters of review from the following agencies; <ul style="list-style-type: none"> <li>a. Rural Fire District,</li> <li>b. School District,</li> <li>c. Rural Water,</li> <li>d. State Health Department,</li> <li>e. Utility companies,</li> </ul>

E. PRELIMINARY PLAT CONTENT - The following data shall be placed on the plat;

Survey/Engineer	County Staff	Content
		Name of subdivision – <b>PRELIMINARY PLAT</b>
		Topographic Data - in five (5) foot or less contours,
		Boundary lines - bearings and distance,
		Easements -location, width and purpose,
		Elevation of surfacing; any legally established centerline elevations,
		Walks, curbs, gutters, culverts,
		Streets on and adjacent to the tract, to include the names and right-of-way widths,

		Existing utilities on and adjacent to the tract-location, size and invert elevation of sanitary and storm sewers; location and size of water mains; location of gas lines; fire hydrants,
		If water mains and sewers are on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, show invert elevation of sewers.
		Other conditions on the tract show: elevations, water courses, marshes, rock outcrops, wooded areas, isolated preservable trees one foot or more in diameter, houses, barns, shacks, and other significant features upon a topographic map
		Other conditions on adjacent land show: approximate direction and gradient of ground slope, including any embankments or retaining walls;
		Location of buildings, railroads, power lines, towers, and other nearby nonresidential land uses or adverse influences; owners of adjacent unplatted land. For adjacent platted land refer to subdivision plat by name, recordation date,
		Zoning on proposed and adjacent parcels,
		Vicinity map,
		Scale of two hundred (200) feet to one (1) inch,
		Streets: names, right-of-way and roadway widths,
		Location of proposed utilities and easements,
		Lot lines, lot numbers, and block numbers.
		Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses.
		Minimum building setback lines.
		Number of lots, typical lot size, and acreage,
		Names of the owners, person, agency or corporation having control of the lands,
		Name of the surveyor and his registration number,
		The property being platted needs to have a bold outline; previous descriptions should be ghosted in.