

## Minor Subdivision Checklist

### Information Required For a Minor Subdivision Application

Nr.	Item	Check
1.	Minor Subdivision application form completed and signed by the developer and all property owners (if different from the developer).	
2.	Minor Subdivision review fees.	
3.	A current title insurance policy or attorney's opinion of title, running to the benefit of the Board of County Commissioners, showing proof of ownership, easements, and lienholders or claimants of record (can be submitted during plat review process and must match owner's signature).	
4.	Copies of all correspondences with public and private agencies and service providers regarding the subdivision (if applicable)	
5.	Letters of review from the U.S. Postal Service, stating that mail services can be provided and what if any on-site facilities will be required.	
6.	Documentation of legal and physical access to the subdivision. All lots created shall have access.	
7.	Such additional relevant information as identified by the Planning and Zoning Official or other Williams County Development Services staff that is pertinent to the review of the subdivision proposal.	
8.	Compliance with Water Resource Board Requirements may be required.	
9.	The name, address and telephone number of the person to be contacted regarding the plat. The names of all owners of record of the land and the name and address of the developer (if different).	
10.	Minor Subdivision plat prepared by a North Dakota registered land surveyor, in accordance with state law, including but not limited to Article 4 of this ordinance, NDCC Chapters 11-33.2 and 40-50.1. One (1) paper copy 24'' by 36'' and a PDF file, AutoCAD file shall be submitted at the final stage of review process. All plats will be 24"x 36" in size. The plat may consist of one or more sheets, and shall show correctly on its face the following information:	

### Information Required For A Minor Subdivision Plat:

Nr.	Item	Check
1.	Location/vicinity map of the proposed subdivision by government lot, quarter section, section, township, range and county.	
2.	Bold exterior boundaries of the proposed subdivision referenced to two (2) section corners established in the US Public Land Survey System. Removed previous boundary statement.	
3.	Total gross and net (less road easements) lot areas and acreage shall be shown.	
4.	Names and locations of adjacent subdivisions. For adjacent platted subdivisions refer to subdivision plat by name, recordation date, and number, as applicable.  Names of record owners of adjoining land, platted land by record name, date and numbers (dotted text);	
5.	Designated public areas, parks, playgrounds, landscaping, non-buildable areas, drainage ways or other public uses (if applicable)	
6.	Proposed public and private improvements (if applicable).	
7.	Location of existing and proposed sidewalks, paths, curbs, gutters, culverts and other improvements on and adjacent to the parcel, including the dimensions (if applicable).	
8.	Plan and profile with grades as necessary to demonstrate compliance with the road standards, if applicable.	

9.	Primary control points approved by the County Surveyor, or descriptions and ties to such control points, to which all dimensions, bearings and similar data on the plat shall be referred.	
10.	Basis of bearing from a known recorded source or with documentation using a reliable source referenced on the plat. Basis of bearing shall be shown on the plat, and shall be referenced to 2 known and recorded monuments.	
11.	Corner records (if any new corner records require filing per the Survey and Corner Recordation Act, NDCC 47-20.1, this shall be accomplished prior to recording the final plat and in compliance with the Survey and Corner Recordation Act). Information of Corner Records shall be shown on all PLSS Corners being utilized within the boundary analysis.	
12.	Tract boundary lines, streets, easements, and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings, and radii, arc lengths, and central angles of all curves;	
13.	Numbers to identify each lot or site.	
14.	<p>Certification of dedication of any roads, parks or other property to be dedicated to the public by the record owner(s). (Williams County template shall be used).</p> <p>The Owner's written dedication, which shall acknowledged and signed by the Owners(s), and notarized, is required on the plat. When there is divided ownership, there must be indicated under each signature the lot or parts of lots in which each party claims an interest. The instrument of dedication must contain a full and accurate description of the land platted.</p> <p>Template:</p> <p style="text-align: center;"><b>OWNER'S CERTIFICATE</b></p> <p>I, THE UNDERSIGNED, BEING THE SOLE OWNER OF THE LAND PLATTED HEREIN, DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF SAID PLAT, AND DO DEDICATE THE ROAD EASEMENTS, ALLEYS, PARKS, AND PUBLIC GROUNDS AS SHOWN HEREON, INCLUDING ALL SEWERS, CULVERTS, BRIDGES, WATER DISTRIBUTION LINES AND SIDEWALK GROUNDS WHETHER SUCH IMPROVEMENTS ARE SHOWN OR NOT, TO THE PUBLIC USE FOREVER.</p> <p>I AGREE NOT TO VACATE ANY PORTION OF THIS PLAT WITHOUT THE CONSENT OF THE WILLIAMS COUNTY COMMISSION. I ALSO HEREBY DEDICATE EASEMENTS TO RUN WITH THE LAND FOR WATER, SEWER, GAS, ELECTRIC, TELEPHONE, OR OTHER PUBLIC UTILITY LINES OR SERVICES UNDER, ON, OR OVER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON AS "UTILITY EASEMENTS", WHETHER SHOWN OR EXISTING.</p> <p>_____</p> <p>OWNER'S NAME <span style="float: right;">_____</span> DATE</p> <p>STATE OF NORTH DAKOTA )                                           ) SS COUNTY OF WILLIAMS    )</p> <p>BE IT KNOWN THAT ON THIS _____ DAY OF _____, A.D. 20__ BEFORE ME PERSONALLY APPEARED _____, KNOWN TO ME TO BE THE PERSON DESCRIBED HEREIN, AND WHO EXECUTED AND ACKNOWLEDGED THE ABOVE OWNER'S CERTIFICATE TO BE HIS/HER VOLUNTARY ACT AND DEED.</p> <p>_____</p> <p>NOTARY PUBLIC</p>	
15.	<p>The surveyor's and/or engineer's name and North Dakota registration number.</p> <p>Certification by a North Dakota registered land surveyor that the plat is a correct representation of the survey, that all distances are correct and monuments are placed in the ground as shown, and that the outside boundary lines are correctly designated on the plat.</p> <p>The Surveyor's Certificate shall contain but not be limited to the following format:</p> <p>I, (surveyor's name), registered land surveyor in the State of North Dakota, do hereby certify that this plat was made from an actual survey done by me on (date), and that to the best of my knowledge said survey is a true and correct representation of the survey, that all distances are correct and monuments are placed in the ground as shown, and that the outside boundary lines are correctly designated on the plat.</p> <p>Date _____ (Name) _____ P.L.S. # _____</p>	
16.	Certification for acceptance by the Board of County Commissioners of any roads, sidewalks, parks,	



22.	Text – Shall be in capital letters and minimum size of 0.10 - (all lot dimensions, bearings, distances, legal description, or any and all text).	
23.	Plat sheet sequence, if more than one sheet, shall conform to the following: Sheet 1 (one) shall consist of all certificates, legal descriptions, vicinity map and map headers. Sheet 2 (two), or more, shall consist of all mapping.	

Note: The text height should be minimum quarter inch.

The title should be in bold font, at least double the size of the main body of the text and should be distinguished from the body of the text.

## Major Subdivision Checklist – Preliminary Plat

### Information Required For A Major Subdivision Preliminary Plat Application

Nr.	Item	Check
1.	Preliminary plat application form completed and signed by the developer and all property owners (if different from the developer).	
2.	Preliminary plat review fees.	
3.	A current title insurance policy or attorney's opinion of title, running to the benefit of the Board of County Commissioners, showing proof of ownership, easements, and lienholders or claimants of record.	
4.	Written consent or acknowledgement of subdivision from pipeline companies when a pipeline easement encumbers the subject property (if applicable). If roadway is designed to cross a pipeline easement, the location of the easement will dictate the layout of the lots.	
5.	Copies of all correspondences with public and private agencies and service providers regarding the subdivision.	
6.	Documentation of legal and physical access to the subdivision.	
7.	Draft development agreement in conformity with the County's standards.	
8.	A copy of existing (if applicable) and/or proposed covenants, conditions & restrictions and deed restrictions, if any.	
9.	Draft road maintenance and owners' association governing documents.	
10.	Letters of intent to serve from the utility companies and letters of review from the following agencies: - Rural Fire District - School District - Rural Water Districts - Law enforcement - Soil Conservation District - North Dakota Department of Health regarding review of the proposed water and sewer systems. - U.S. Postal Service, stating that mail services can be provided and what if any on-site facilities will be required.	
11.	Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff that is pertinent to the review of the subdivision proposal.	
12.	The name, address and telephone number of the person to be contacted regarding the preliminary plat. The names of all owners of record of the land and the name and address of the developer(s) (if different).	
13.	Proposed preliminary plat prepared by a North Dakota registered land surveyor or civil engineer, (3 paper copies 24'' by 36'' and a PDF file). The plat may consist of one or more sheets, and shall show correctly on its face the following information:	

### Information Required For A Major Subdivision Preliminary Plat:

Nr.	Item	Check
1.	Name of the proposed subdivision (names cannot be duplicated).	
2.	Location/vicinity map of the proposed subdivision by government lot, quarter section, section, township, range and county.	
3.	North arrow, parent parcel legal description, abbreviations and graphic scale suitable to read and interpret all aspects of the preliminary plat.	

4.	Radii and length of all curves.	
5.	Bold exterior boundaries of the proposed subdivision referenced or two (2) to a section corners established in the US Public Land Survey System.	
6.	Total gross and net (less road easements) areas and acreage of the parent parcel being subdivided.	
7.	Names and locations of adjacent subdivisions. For adjacent platted subdivisions refer to subdivision plat by name, recordation date, and number, as applicable.	
8.	Lot layout and approximate dimensions of all lots with proposed lot and block numbers along with setback data.	
9.	Site data, including number of lots, typical lot size, lot gross acres, lot net acres (less road easements) and acreage in easements, parks, designated public areas and non-buildable areas, building setback lines, either proposed or as required by zoning.	
10.	Proposed pad sites. For lots less than 1 acre in size, the preliminary plat shall be required to indicate proposed finish floor grades.	
11.	Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, landscaping, open space, drainage ways or other public uses.	
12.	Sites, if any, for multi-family dwellings, shopping centers, churches, commercial or industrial or other non-public uses exclusive of single-family dwellings.	
13.	Location, widths, and names of any existing or proposed easements for streets, alleys or other public ways, railroad and utility rights-of-ways or easements, included within or adjacent to the proposed subdivision.	
14.	Any and all utilities, within 500 feet, on and adjacent to the parent parcel – locations, sizes, invert elevations of sanitary and storm sewers; locations and sizes of water mains; locations of oil and gas lines across the property; location of fire hydrants, electric and telephone lines, poles and street lights, and railroad lines. If water mains and sewers are not on or adjacent to the tract, indicate the directions and distances to, and sizes of the nearest ones, and invert elevations of sewers (if within 500 feet).	
15.	Proposed public and private improvements. Highways or other major improvements planned by public authorities, or private parties, for future construction on or adjacent to the subdivision.	
16.	Preliminary location of existing and proposed sidewalks, paths, roads, stormwater facilities, curbs, gutters, culverts and other improvements on and adjacent to the parent parcel, including the dimensions.	
17.	Subsurface conditions for the parent parcel. If required by the Planning and Zoning Official and/or County Engineer, location and results of tests made to ascertain subsurface soil, rock, and groundwater conditions including depth to groundwater if less than 6 feet during high groundwater season.	
18.	Conditions on adjacent lands such as, but not limited to: approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers; and other nearby nonresidential land uses or adverse influences that are within 100 feet of the proposed subdivision.	
19.	Preliminary grades and gradients, including natural drainage flows and drainage flows per the preliminary grading and drainage plan.	
20.	Existing and proposed land uses and zoning included within and adjacent to the proposed subdivision.	
21.	Utility providers, garbage collection, and method of sanitary sewer shall be noted.	
22.	Plan view with grades as necessary to demonstrate compliance with current Williams County Road Standards.	
23.	Master plan and phasing plan (if applicable). Each additional phase will require a separate final plat	

	review subject to approval by the Board of County Commissioners.	
24.	Development guidelines and standards (open space, common facilities, parking areas, garbage collection areas, etc.).	
25.	Any proposed or recorded easements.	
26.	<p>Location of existing buildings, lakes, floodplains, rivers or streams, including a contour line denoting the present shoreline, water elevation, and the date of the survey, marshes or wetlands, rock outcrops, wooded areas, isolated preservable trees one foot or more in diameter, and other similar significant features within the subdivision on a topographic map. Contour lines of the entire subdivision, having the following intervals:</p> <ul style="list-style-type: none"> <li>• Two foot contour intervals for ground slopes between level and 40%</li> <li>• Five foot contour intervals for ground slopes between 40% and 80%</li> <li>• Ten foot contour intervals for ground slopes exceeding 80%</li> </ul>	
32.	Title, scale, north arrow, legend and dates of survey and preparation of the final plat. A legend must be shown, and contain all monument types, any abbreviations, line types and other designations that may be deemed pertinent to the map.	
33.	Old and new legal description. New legal descriptions shall be shown as a Metes and Bounds, or aliquot description of the Parent Parcel of the land being platted, for all plats. Lots shall be numbered consecutively.	
34.	All plat distances shall be shown in U.S. Survey feet. Curves shall be labeled entirely, showing a minimum of Radii, Delta and Length of each and every curve.	
35.	<p>All line weights shall be as follows:</p> <ol style="list-style-type: none"> <li>a. Parent parcel (outer boundary) shall be the heaviest line weight, interior line weights shall be of a lighter and thinner weight than the parent parcel.</li> <li>b. Easement lines shall have a unique line type, line weight must be reproducible</li> <li>c. All line types must be matched within the legend.</li> </ol>	
36.	Text – Shall be in capital letters and minimum size of 0.10 - (all lot dimensions, bearings, distances, legal description, or any and all text).	
37.	<p>Plat sheet sequence, if more than one sheet, shall conform to the following:</p> <p>Sheet 1 (one) shall consist of all certificates, legal descriptions, vicinity map and map headers.</p> <p>Sheet 2 (two), or more, shall consist of all mapping.</p>	

Note: The text height should be minimum quarter inch.

The title should be in bold font, at least double the size of the main body of the text and should be distinguished from the body of the text.

## Major Subdivision – Final plat

### Information Required For a Major Subdivision Final Plat Application

Nr.	Item	Check
1.	Final plat application form completed and signed by the developer and all property owners (if different from the developer).	
2.	Final plat review fees	
3.	Development agreement	
4.	Proposed covenants, conditions & restrictions and deed restrictions, if any	
5.	Proposed method of financial security. Consent to platting from all lienholders and mortgagees	
6.	Road maintenance owners' association governing document	
7.	Existing approach/access/encroachment/driveway permits from North Dakota Department of Transportation and/or the local jurisdiction.	
8.	Traffic impact assessment (if condition required at Preliminary plat)	
9.	Such additional relevant information as identified by the Planning and Zoning Official or other Development Services Department staff that is pertinent to the review of the subdivision proposal.	
10.	Any information demonstrating compliance with all conditions of preliminary plat approval.	
11.	All updated documents which are required at Preliminary Plat stage	
12.	Current Title Insurance Policy or Current Opinion of Title	
13.	Proposed final plat, prepared by a North Dakota registered land surveyor, in accordance with state law (including but not limited to NDCC 11-33.2 and 40-50.1). The proposed final plat shall comply with Article 4, the requirements of the preliminary plat approval, and any conditions required by the Board of County Commissioners at the preliminary plat stage. (3 paper copies 24'' by 36'' and a PDF file, AutoCAD file, required at final stage). The plat may consist of one or more sheets, and shall show correctly on its face the following information:	

### Information Required For A Major Subdivision Final Plat:

Nr.	Item	Check
1.	Primary control points approved by the County Surveyor, or descriptions and ties to such control points, to which all dimensions, bearings and similar data on the plat shall be referred.	
2.	Basis of bearing from a known recorded source or with documentation using a reliable source referenced on the plat.	
4.	Location and description of survey monuments.	
5.	Corner records (if any new corner records require filing per the Survey and Corner Recordation Act, NDCC 47-20.1, this shall be accomplished prior to or along with recording the final plat and in compliance with the Survey and Corner Recordation Act).	
6.	Tract boundary lines, streets, easements, and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings, and radii, arc lengths, and central angles of all curves.	
7.	Location, dimensions, and purpose of each easement.	
8.	Numbers to identify each lot, block and or site.	
9.	Purpose for which lots or sites, other than residential lots/sites, are dedicated or reserved.	





	minimum of Radii, Delta and Length of each and every curve.	
21.	<p>All line weights shall be as follows:</p> <ul style="list-style-type: none"> <li>a. Parent parcel (outer boundary) shall be the heaviest line weight, interior line weights shall be of a lighter and thinner weight than the parent parcel.</li> <li>b. Easement lines shall have a unique line type, line weight must be reproducible</li> <li>c. All line types must be matched within the legend.</li> </ul>	
22.	Text – Shall be in capital letters and minimum size of 0.10 - (all lot dimensions, bearings, distances, legal description, or any and all text).	
23.	<p>Plat sheet sequence, if more than one sheet, shall conform to the following:</p> <p>Sheet 1 (one) shall consist of all certificates, legal descriptions, vicinity map and map headers.</p> <p>Sheet 2 (two), or more, shall consist of all mapping.</p>	

Note: The text height should be minimum quarter inch.

The title should be in bold font, at least double the size of the main body of the text and should be distinguished from the body of the text.

**Mylar requirements:**

1.	All mylars shall be signed and notarized with permanent black ink (fine point black sharpie), not ballpoint pen ink. A copy of the plat shall be submitted in electronic form with hard copies of all plats to be supplied to the County Engineer. This electronic copy needs to be an AutoCAD compatible format, DWG or DXF. Other formats possible upon approval by County Engineering.	
2.	All notary seals shall be permanent black ink, no colored inks are allowed. Seals should be readable and should not cover printed text.	
3.	No color should be used in printing	

Signature block templates can be downloaded at: [williamsnd.com](http://williamsnd.com) – Departments – Planning and Zoning – Forms – Signature blocks

<http://newsite.williamsnd.com/usrfiles/dept/122/forms/SIGNATURE%20BLOCKS%20Updated%2012.3.14.pdf>

## **Minor subdivision Legal descriptions examples:**

### **Old legal description:**

#### **Example 1:**

Township \_\_\_ North, Range \_\_\_ West, Section \_\_\_\_, \_\_\_\_\_. Document #\_\_\_\_\_.

#### **Example 2:**

NE1/4, Section \_\_\_\_, Township \_\_\_ North, Range \_\_\_ West of the 5<sup>th</sup> Principal Meridian, Williams County, North Dakota.

### **New legal description:**

#### **Example 1:**

Township \_\_ (\_\_) North, Range \_\_ (\_\_) West of the Fifth Principal Meridian, Williams County, North Dakota. That part of the \_\_ (\_\_) of Section \_\_ described as follows:

Commencing at the \_\_\_ Corner of Section \_\_\_ as the Point Of Commencement, then \_\_\_\_, along the \_\_\_ line of the \_\_\_\_, a distance of \_\_\_ feet to the Point of Beginning, then \_\_\_\_\_ ... to the Point of Beginning.

This parcel of land shall henceforth be known as MS\_\_-\_\_\_\_ containing \_\_\_ acres ±; MS\_\_-\_\_\_\_ containing \_\_\_ acres ±, ..., having a combined total of \_\_\_ Acres ±; in the \_\_\_ of Section \_\_, Township \_\_N, Range \_\_W, 5th Principal Meridian, Williams County, North Dakota.

#### **Example 2:**

A parcel of land located in the \_\_\_ of the \_\_\_ (\_\_\_\_), Section \_\_\_\_, T\_\_N, R\_\_W, 5<sup>th</sup> P.M., Williams County, North Dakota, and more particularly described as follows:

Commencing at \_\_\_\_, marked with a \_\_\_\_; thence along the \_\_\_\_\_ a distance of \_\_\_\_\_ to a \_\_\_\_; thence ..... to the point of beginning.

Said parcel contains \_\_\_ acres more or less and is subject to all previous easements, agreements, conveyances and surveys.

Said parcel to be known as MS\_\_\_\_ and MS\_\_\_\_ of Section \_\_\_\_, Township \_\_\_ North, Range \_\_\_ West.

## **Re-subdivision legal description examples:**

### **Old legal description:**

Lot \_\_\_ of \_\_\_ subdivision and Lot \_\_\_ of \_\_\_ Subdivision Document #\_\_\_\_\_.

### **New legal description:**

#### **Example 1:**

Lot \_\_\_R and Lot \_\_\_R of \_\_\_ subdivision, a re-subdivision of Lot \_\_\_ and Lot \_\_\_ of \_\_\_ Subdivision, containing \_\_\_ acres ±, recorded in Document#\_\_\_ and Document#\_\_\_\_\_.

**Example 2:**

A parcel of land located in the \_\_\_\_ of the \_\_\_\_ (\_\_\_\_), Section \_\_\_\_, T\_\_N, R\_\_W, 5<sup>th</sup> P.M., Williams County, North Dakota, and more particularly described as follows:

Commencing at \_\_\_\_, marked with a \_\_\_\_; thence along the \_\_\_\_\_ a distance of \_\_\_\_\_ to a \_\_\_\_; thence....., thence ..... to the point of beginning.

Said parcel contains \_\_\_\_ acres more or less and is subject to all previous easements, agreements, conveyances and surveys.

Said parcel to be known as MS\_\_\_\_ and MS\_\_\_\_ of Section \_\_\_\_, Township \_\_ North, Range \_\_\_\_ West.

**Boundary line adjustment legal description examples:****Old legal description:**

Lot \_\_\_\_ of \_\_\_\_ Subdivision and Lot \_\_\_\_ of \_\_\_\_ Subdivision. Document # \_\_\_\_.

**New legal description:****Example 1:**

Lot \_\_\_\_ and Lot \_\_\_\_ of \_\_\_\_ Subdivision, a boundary line adjustment of Lot \_\_\_\_ and Lot \_\_\_\_ of \_\_\_\_ Subdivision, containing \_\_\_\_ acres  $\pm$ , recorded in Document# \_\_\_\_ and Document# \_\_\_\_.

**Major Subdivision legal description example:****Old legal description:****Example 1:**

Township \_\_ North, Range \_\_ West, Section \_\_, \_\_\_\_\_. Document # \_\_\_\_.

**Example 2:**

NE1/4, Section \_\_\_\_, Township \_\_ North, Range \_\_ West of the 5<sup>th</sup> Principal Meridian, Williams County, North Dakota.

**New legal description:****Example 1:**

Township \_\_ (\_\_) North, Range \_\_ (\_\_) West of the Fifth Principal Meridian, Williams County, North Dakota. That part of the \_\_ (\_\_) of Section \_\_ described as follows:

Commencing at the \_\_ Corner of Section \_\_ as the Point Of Commencement, then \_\_\_\_, along the \_\_\_\_ line of the \_\_\_\_, a distance of \_\_ feet to the Point of Beginning, then \_\_\_\_ ... to the Point of Beginning.

To be known as Lot \_\_\_\_ thru Lot \_\_\_\_, \_\_\_\_ subdivision, in the \_\_ of Section \_\_, Township \_\_N, Range \_\_W, 5th Principal Meridian, Williams County, North Dakota.

**Example 2:**

A parcel of land located in the \_\_\_\_ of the \_\_\_\_ (\_\_\_\_), Section \_\_\_\_, T\_\_N, R\_\_W, 5<sup>th</sup> P.M., Williams County, North Dakota, and more particularly described as follows:

Commencing at \_\_\_\_, marked with a \_\_\_\_; thence along the \_\_\_\_ a distance of \_\_\_\_ to a \_\_\_\_; thence...., thence ..... to the point of beginning.

To be known as Lot \_\_\_\_ thru \_\_\_\_, \_\_\_\_ Subdivision in Section \_\_\_\_, Township \_\_ North, Range \_\_\_\_ West.