

## MINOR PLAT CHECKLIST (4 acres or less)

### **Minor Subdivision Criteria:**

1. Lot splits or boundary adjustments containing four acres or less.
2. No new public rights-of-way
3. No revisions to existing water and sanitary sewer service connections.
4. Creation of no more than two additional lots.

### **Submittal:**

1. Three prints (letter, 11x17 or legal sizes accepted).
2. PDF and CAD copies emailed to [nmoser@cityofmandan.com](mailto:nmoser@cityofmandan.com).
3. Completed application (*must be signed by property owners*).
4. Application fee \$100.00 (cash, check, money order, MasterCard or Visa debit or credit).

### **Information on plat or accompanying written statement:**

1. Drawn at a scale of 1" = 200' or less.
2. Numerical/graphical scale with north arrow.
3. 1 mile vicinity map.
4. Legal description of total subdivision and current portion being platted if applicable.
5. Title block showing subdivision name; section, township and range; and location within City or Extraterritorial Zone.
6. Line width varied with heaviest lines used for boundary of subdivision and lot lines less heavy.
7. All proposed utility and access easements shown with dashed lines and labeled with use and width.
8. Location and future status of existing structures within subdivision.
9. Abutting property, including buildings, within 100' shown with dashed lines and labeled with lots, blocks and subdivisions.
10. All highways, streets, alleys, public grounds, out lots or fractional lots within or adjoining the subdivision properly labeled and dimensioned.
11. Waterline for any river, stream, creek, lake or pond that forms a subdivision boundary.
12. FEMA designated 1% probability flood plain boundaries.
13. Existing utilities and streets servicing the subdivision with sizes, materials and grades.
14. Blocks and lots within the subdivision are to be number sequentially.
15. Current and proposed zoning.

### **Timeline:**

Staff reviews then forwards to the City Commission for final approval.