CITY OF MANDAN

Development Review Application

☐	Minor Plat ($300)	☐	Zone Change ($600)
☐	Preliminary Plat up to 20 acres ($400)	☐	Planned Unit Development ($700)
☐	Preliminary Plat more than 20 acres ($450)	☐	Land Use and Transportation Plan Amendment ($1,000)
☐	Final Plat up to 20 lots ($400)	☐	Vacation ($500)
☐	Final Plat 21 to 40 lots ($550)	☐	Variance ($400)
☐	Final Plat more than 40 lots ($700)	☐	Special Use Permit ($450)
☐	Annexation ($450)	☐	Stormwater submittal ($300)
☐	Masterplanned Subdivision (not accepted without preliminary plat) ($250)	☐	Stormwater 2nd & subsequent resubmittal ($50)
☐	Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) ($250)	☐	

Summary of Request (Add separate sheet(s) as necessary)

Engineer/Surveyor			Property Owner or Applicant		
Name			**Name**		
Address			**Address**		
City	**State**	**Zip**	**City**	**State**	**Zip**
email			**email**		
Phone	**Fax**		**Phone**	**Fax**	

If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.

Location	Type	Existing Zone	Proposed Zone	Project Name
☐ City ☐ ETA	☐ New ☐ Addition			

Property Address	Legal Description		
Current Use			
Proposed Use			
	Section	Township	Range

Parcel Size	Building Footprint	Stories	Building SF	Required Parking	Provided Parking

Print Name	Signature	Date

Office Use Only				
Date Received:	Initials:	Fees Paid:	$	Date
Notice in paper	Mailed to neighbors	P&Z meeting		
☐ Approved ☐ Denied	Approved with conditions:			

Additional Submittals

Final/Minor Plat

A final plat application shall include the following additional submittals:

☐ Title block with the name of subdivision, including underlying lots if replat, section, township, range and political subdivision and notation if within the city's extraterritorial jurisdiction.

☐ Legal description of subdivision's external boundary by metes and bounds indicating section, township, range and political subdivision with point of beginning referenced to a recorded section or quarter section corner according to the North Dakota Recordation Act and corner number referenced as assigned by the county recorder; with all dimensions shown to the nearest hundredth of a foot.

☐ A scale of one inch equals 100 feet or less and shall be shown numerically and graphically.

☐ North arrow and date.

☐ Boundary line of subdivision indicated by a solid line, block and lot lines in regressive solid lines, and abutting property lines within 100 feet shown as dotted lines labeling lots, blocks and subdivisions.

☐ Final plat shall designate all the streets, alleys and public grounds and all outlots or fractional lots within or adjoining the subdivision, together with the names, widths, courses, boundaries and dimensions of all lots, blocks, streets, alleys, and public grounds.

☐ All lots and blocks, however designated, shall be numbered in progressive numbers and their precise length and width shall be indicated. The streets, alleys or roads which divide or border the lots shall be shown on the final plat.

☐ The plat shall depict monuments to be placed in all lot and block corners and at each change of direction in the boundary line of the subdivision. There shall be shown on the plat all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines appearing thereon. The outside boundary lines of the plat shall be correctly designated on the plat and shall show bearings on all straight lines, or angles at all angle points, and central angle, radius and arc length for all curves. All distances shall be shown between all monuments as measured to the hundredth of a foot. All curved lines within the plat shall show central angles, radii and arc distances. If a curved line constitutes the line of more than one lot in any block of a plat, the central angle for that part of each lot on the curve shall be shown. Ditto marks shall not be used on the plat for any purposes.

☐ In any instance where a river, stream, creek, lake or pond constitutes a boundary line of or within the plat, a survey line shall be shown with bearings or angles and distances between all angle points and their relation to a water line, and all distances measured on the survey line between lot lines shall be shown, and the survey line shall be shown as a dashed line.

☐ Table indicating exact area in square footage and percentage of land in lots, blocks, streets and public land.

☐ The outside boundary lines of the plat shall close by latitude and departure with an error not to exceed one foot in 10,000 feet.

☐ All rivers, streams, creeks, lakes, ponds, swamps, and all public highways, streets and alleys laid out, opened or traveled, existing before the platting, shall be correctly located and plainly shown and designated on the plat.

☐ All final drawings shall be of India ink and Leroy lettered on Mylar or linen or of an acceptable method to the secretary. The narrative and legal certificates shall be of an acceptable manuscript to the secretary.

☐ The purpose of any easement shown on the plat must be clearly stated and defined and shall be confined to only those that deal with public utilities, and such drainage easements as deemed necessary for the orderly development of the land encompassed within the plat. Building setbacks shall be shown on the plat. All easements created or dedicated by such plat must be approved by the governing or jurisdictional body or its agent prior to recording the final plat.

☐ Any such plat which includes lands abutting upon any lake or stream shall show a contour line denoting the present shoreline, water elevation and the date of survey. If any portion of a plat lies within the intermediate regional floodplain (100-year floodplain) or a river or stream, as designated by the North Dakota Water Commission and Federal Emergency Management Agency, the mean sea level elevation of the intermediate regional flood (100-year flood) shall be denoted on the plat by numerical figures. Topographic contours at a one-foot contour interval referenced to mean sea level shall be shown for the portion of the plat lying within said floodplain. All elevations shall be referenced to a durable benchmark described on the plat, together with its location and elevation to the nearest hundredth of a foot, which shall be given in mean sea level datum if such benchmark with known sea level datum is available within one-half of a mile or such longer distance as may be practicable.

☐ Notarized certification by the owner of the land of the plat adoption. The instrument shall contain a full and accurate description of the land platted and set forth what part of land is dedicated, and also to whom, and for what purpose these parts are dedicated. The respective receiver shall provide a ratification of acceptance of the dedicated land. When subdivision lots

are owned by more than one person the certificate shall indicate both the old and new legal description of each owner.

☐ Certification by a registered surveyor that the plat is a correct representation of the survey, that all distances, bearings and angles are correct and all monuments are placed as shown, and that the subdivision, block and lot lines are correctly designated on the plat.

☐ Proper form for approval of the planning and zoning commission, city engineer and acceptance of the board.

☐ Title opinion covering the real property within the subdivision shall be submitted.

If appropriate, the final plat application shall also be accompanied by the following information and/or certification:

☐ Specific studies by a professional engineer will be conducted and minimum storm drainage facilities designed to accommodate runoff according to standards established by the city engineer and adopted by the city.

☐ A preliminary subdivision grade plan shall be furnished to the city engineering office. This plan should indicate proposed lot grades plus or minus one foot, drainage easements and methods to control erosion during the development of the plat, as shown in section 109-3-1, and should be submitted after final plat approval by the board but before any building permits are issued.

☐ A copy of finalized protective covenants and party wall agreements as will be recorded with the county recorder.

☐ Street grades, as required by the city engineer, shall be submitted after the final plat is approved by the board but before signatures.

City of Mandan
Land Use Application Process

Final Plat

Average Time: 2 Months

Preliminary Plat will typically precede Final Plat; However, Zone Change, Preliminary Plat, and Final Plat may run in tandem, but it Should be Understood that Changes may be Required that Incur Additional Applicant Expenses

Adjustments to Development Made as Necessary per Preliminary Plat Hearing Process

Application submitted at least 30 days prior to desired P & Z Hearing; Hearing Scheduled

City Sends Notices to Paper, Neighboring Property Owners, and Application Docs Posted to City Website

Planning Review w/City Departments and Other Agencies/Organizations

Planning and Zoning Hearing Conducted

Plat Recommended for Denial

Plat Recommended for Approval or Approval w/Conditions

City Commission Hearing Scheduled

City Sends Notices to Paper, Neighboring Property Owners, and Application Docs Posted to City Website

Planning Review w/City Departments and Other Agencies/Organizations

City Commission Public Hearing Conducted

Plat Referred Back to Planning and Zoning

Plat Denied

Plat Approved or Approved w/Conditions

Next Step

Record Plat

Planning and Zoning Commission - 4th Monday of Each Month

City Commission - 1st and 3rd Tuesday of Each Month

Progression

Delay

For Additional Information Please Contact:

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Principal Planner
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E-mail: John.VanDyke@CityofMandan.com

CITY OF MANDAN
WHERE THE WEST BEGINS