



102 3<sup>rd</sup> Avenue SE  
Jamestown, ND 58401  
Office: 701-252-5900  
Fax: 701-252-5903

## APPLICATION FOR APPROVAL OF SUBDIVISION (PLAT)

**PLEASE NOTE:**

Your application is NOT complete until all of the required materials have been submitted according to Sections 9 and 13 of Appendix B of the Jamestown Ordinance. Hearing dates for incomplete applications may be delayed until all materials have been submitted.

<b>Applicant:</b>	
Name:	Mailing Address:
Telephone:	E-mail Address:
<b>Property Owner (If Different than Applicant):</b>	
Name:	Mailing Address:
Telephone:	E-mail Address:
<b>Contact Person/Agent:</b>	
Name:	Mailing Address:
Telephone:	E-mail Address:
<b>Property Information:</b>	
Name of Plat:	
Current Legal Description of property within the proposed subdivision:	
Street address of property:	
Existing Zoning:	
Brief description of development proposal, including reason(s) for the request:	

This application is filed complete with the submittal of the required elements. I certify that all of the property owners of the lots or parcels of land described have signed or ratified this application.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner's Signature, if different)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Additional Owner's Signature, if applicable)

\_\_\_\_\_  
(Date)

City Hall Use Only	
Date Application was Received:	Received By:
Application Fee Received:	
Planning Commission	
Publication Date:	Public Hearing Date:
Date Approved:	Date Denied:
City Council	
Publication Dates:	Public Hearing Date:
First Reading:	Second Reading:
Date Approved:	Date Denied:
Copy to Assessor and Public Works:	

## Preliminary Plat Submittal Requirements

Name of Application:

Requirement Checklist	Item complete? (Yes/No or NA)
Fee of \$400.00	
Digital copy of subdivision plat (pdf or jpeg)	
Title Opinion for all subject properties	
Proposed name of subdivision, north arrow, scale, and date.	
Names of addresses of owners, lien holders, subdivider, surveyor.	
Description of location, names of all existing subdivisions, streets and subdivided property and ownership adjoining the proposed subdivision 100 feet around the subdivision.	
A sketch, when only a portion of the subdivision is to be platted first.	
Names and widths of all streets.	
Location and widths of all easements and rights of way for drainage, public utilities or railroads for other purposes.	
Lot lines with approximate dimensions.	
Approximate radii of all curves	
Designation of areas which, before improvements, are subject to inundation or storm water overflow, and location of all drainage ditches.	
Location and size of existing water and sewer mains to serve the proposed plat.	
Designation of propose streets, easements and any other areas proposed to be designated for public purposes and any reservations.	
Locations and types of existing structures, trees, and ground cover and contour lines.	
Locations, sizes and grades of existing water and sewer lines, sidewalks, curbs, gutters, roadways, and paving.	
Standard street cross sections and all variations from standard.	
Such profiles showing existing and proposed centerline grades of streets, sidewalks, and gutters and containing notations as to gradient and vertical curves.	
Statement of proposed improvements and time of completion.	
Name and address of the person to whom the notice of hearing shall be sent.	
Complete traffic impact study, if required.	

## Final Plat Submittal Requirements (Page 1)

Name of application:

*The required improvements of Section 8 are either (a) constructed and in place, or (b) assured by completion by the developer under one of the following options.*

### **Option I: Developer providing 100% of the cost of required improvements.**

**Item complete?  
(Yes/No or NA)**

- i. Filing with the City Auditor an itemized breakdown of the estimated costs of the proposed public improvements that has been reviewed by the City Engineer's Office.
- ii. A copy of the City Engineer's review as set forth in Part B below shall accompany the estimate. The sufficiency of said amount shall be determined on the basis of estimates by the city engineer in his review.
- iii. An amount equal to 100% of the amount the Council shall determine to be a fair and accurate estimate of the cost of the proposed improvements shall be deposited with the City Auditor prior to commencement of any improvements.
- iv. All improvements shall be constructed and paid for in accordance with current City of Jamestown specifications and in accordance with state law.

*In any event, the developer making such deposit shall be held accountable to the city to the extent the amount on deposit with the city is insufficient to defray the actual 100% costs of such improvements including costs incurred by the City, but not limited to, cost for the engineering, legal, administrative, financing and contracting costs it incurs.*

### **Option II: Developer providing 25% of total costs of the required improvements to the city with balance to be funded with the use of special assessment pursuant to city and state law.**

**Item complete?  
(Yes/No or NA)**

- i. Filing with the City Auditor an itemized breakdown of the estimated costs of the proposed public improvements that has been review by the City Engineer's office.
- ii. A copy of the City Engineer's review as set forth in Part B of Section 8 of Appendix B shall accompany the estimate. The sufficiency of said amount shall be determined on the basis of estimates by the city engineer in his review.
- iii. An amount equal to 25% of the amount the Council shall determine to be a fair and accurate estimate of the cost of the proposed improvements shall be deposited with the City Auditor prior to commencement of any improvements.
- iv. All improvements shall be constructed and paid for in accordance with current City of Jamestown specifications and in accordance with state law.

*In any event, the Developer making such deposit shall be held accountable to the city to the extent the amount of deposit with the city is insufficient to defray the actual 25% costs of such improvements including costs incurred by the City, but not limited to, cost for the engineering, legal, administrative, financing and contracting costs it incurs. The balance of the cost of improvements over and above that required to be paid by the Developer and deposited by the Developer with the City Auditor herein may be paid for by way of Special Assessments in the manner provided by the law.*

## Final Plat Submittal Requirements (Page 2)

Requirement Checklist	Item complete? (Yes/No or NA)
Proposed name of subdivision, north arrow, scale and date.	
Names and addresses of owners, lien holders, subdivider, surveyor and designer.	
Primary control points, approved by the city engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearing, elevations and similar data shall be referred.	
Subdivision boundary lines, side and center lines of streets and other rights of way, lines of easements, lot lines, lines of all other sites and of all reservations; with accurate dimensions, bearing or reflection angles, and radii, arcs, and central angles of all curves.	
Location and description of all monuments.	
Names and widths of all streets.	
Widths and purposes of easements.	
Block numbers, consecutive.	
Lot numbers, consecutive, starting with the figure "1", in each block.	
Dedication of any sites, in addition to streets, rights of way and easements, reserved or dedicated and the purposes.	
Lines indicating minimum building setback distance on all lots and other sites.	
Owner's statement offering streets, rights of ways, and public areas, for dedication to the public.	
Owner's agreement to the subdivision by the subdivider, if owner is not the subdivider.	
Certificate of title.	<b>Separate Document</b>
Surveyor's certificate as to making the survey and its accuracy, as required herein.	
Other data, certificate, affidavits and endorsements that may be required by the planning commission or by the city council.	
Accompanying the final plat shall be a final plan of all improvements to be installed by the subdivider, with grades, and profiles for same as approved by the city engineer.	<b>Separate Document</b>
A certificate by the city engineer that all requirement improvements have been installed or than, in lieu thereof, a surety bond or certified check, running to the city in an amount sufficient to cover the cost of completion of all required improvements, has been posted.	<b>Separate Document</b>
Accompanying the final plat shall be restrictive covenants in form for recording.	<b>Separate Document</b>