DIVISION OF LAND PROCESS

SUBDIVISIONS

PRE-SUBMITTAL MEETING

- •A pre-submittal meeting is to be held with City Staff prior to submitting a Preliminary Plat Application.
- A concept plan and subdivision master plan shall be submitted at the time of the pre-submittal meeting.

PRELIMINARY PLAT APPLICATION

- Division of Land Application: Subdivision Preliminary Plat to be submitted along with the required documents per the ordinance.
- •The Planning Commission reviews the preliminary plat and provides a recommendation to the City Council.
- •The City Council shall take action on the preliminary plat.
- •If approved, the preliminary plat approval is effective for 12 months.
- •The City will provide feedback to the Applicant after reviewing the submitted documents.

FINAL PLAT APPLICATION

- Division of Land Application: Subdivision Final Plat to be submitted along with the required documents per the ordinance.
- •The Planning Commission reviews the final plat and provides a recommendation to the City Council.
- •The City Council shall take action on the final plat.
- •The approval of the final plat shall expire 12 months from the date of approval.
- •The City Council shall act on the Developer Agreement and Subdivision Improvement, Maintenance, and Warranty Agreement at the time of acting on the final plat.

RECORD FINAL PLAT AND AGREEMENTS

•The Final Plat, Developer Agreement, and Subdivision Improvement, Maintenance, and Warranty Agreement (SI&A) shall be recorded at the McKenzie County Recorder's Office.

CONSTRUCTION PUBLIC IMPROVMENTS

- Public improvements shall be constructed per the plans, specifications, and SI&A.
 Full time inspection of the
- •Full time inspection of the public improvements shall be completed by an engineering firm approved by the City.

OF PUBLIC IMPROVEMENTS

•The Developer shall request the City to accept the public improvements, release the performance bond, and begin the two year warranty period.

MINOR PLATS

MINOR PLAT APPLICATION

•Division of Land Application to be submitted along with the required documents per

- •The Minor Plat Process may be utilized for:
- Boundary Line Adjustments
- •Map of Reversions
- Simple Lot Splits

the ordinance.

•If public improvements are required, the minor plat process may not be utilized.

PLANNING COMMISSION REVIEW

•The Planning Commission reviews the minor plat and makes a recommendation to the City Council to approve or deny the minor plat.

CITY COUNCIL REVIEW

•The City Council shall take action on the minor plat whether to approve or deny it.

RECORD PLAT

- •Should the City Council approve the minor plat, the plat may be recorded at the McKenzie County Recorder's Office.
- •The approval of the minor plat shall expire 12 months from the date of approval.

COMMERCIAL BUILDING PERMIT PROCESS

PRE-SUBMITTAL MEETING

• A pre-submittal meeting is to be held with City Staff prior to submitting a Site Development Plan Application.

SITE DEVELOPMENT PLAN APPLICATION

- •Site Development Plan Application to be submitted along with:
- Site Development Plan ChecklistErosion Control Review &
- Storm Water Review & Checklist

Checklist

- •Floodplain Development Permit Application
- •The City will review the submitted documents and provide feedback until the Site Development Plan meets City Standards.

COMMERCIAL BUILDING PERMIT APPLICATION

- Commercial Building Permit Application to be submitted along with:
- •Water and Sewer Access Permit Application (if applicable).
- Physical Address Request/Verification Form submitted to McKenzie County GIS.
- •Construct/Repair Permit Application (if applicable).
- •Copy of NOC from NDDEQ for SWPPP.

INSPECTIONS

- Building Department Inspections
- Water and Sewer Services Inspections
- Construct and Repair Inspections
- Electrical and Plumbing State Inspections
- •A list of required inspections may be found on the City's website.

CERTIFICATE OF OCCUPANCY

•A Certificate of Occupancy will only be issued upon Satisfactory Completion of the project. In addition to State Electrical & Plumbing Inspections, Watford City Building, Engineering, and Public Works Department requirements and inspections must be completed and finalized.