



THE CITY OF WATFORD CITY  
213 2<sup>ND</sup> ST NE / PO BOX 494  
WATFORD CITY, NORTH DAKOTA

# DIVISION OF LAND APPLICATION SUBDIVISION PRELIMINARY PLAT

## REQUIREMENTS

**APPLICATION FEE:**  
\$1,125.00 + \$15.00/LOT

All applications must be legible, printed in ink or typed, and suitable for reproduction. *Original application with original signature is required.* A *Subdivision Preliminary Plat Application* may be submitted in order to plat parcels within the Corporate City limits and the designated Extra Territorial Area (ETA). All *Subdivision Preliminary Plats* shall be subject to conform to the regulations as set within the City of Watford City Municipal Code of Ordinances and Chapter 40-48 of the North Dakota Century Code. Along with this original application, please submit the following: N.D. Professionally Engineered/ Surveyed map of subdivision parcels in both .PDF format and 11"x17" size paper for review, a brief justification letter explaining the request for *Subdivision Preliminary Plat*, and a current copy of a title report/title commitment for the property. Once approved by City Council, the Preliminary Subdivision Plat shall be considered approved for a period of 12 months after which a Final Subdivision Plat application must be submitted for further review and approval prior to recordation. Subdivision may be subject to additional Development Agreements (DA) and Subdivision Improvement, Warranty and Maintenance Agreements (SIA) prior to recordation. For specific details regarding this process, please refer to the *City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXX: SUBDIVISION REGULATIONS.*

## PROPERTY OWNER INFORMATION

OWNER NAME(S): \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

## APPLICANT INFORMATION

Same as Owner

APPLICANT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

## DEVELOPER INFORMATION

DEVELOPER NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

## PROPERTY INFORMATION

PROPERTY ADDRESS: \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)

EXISTING ACREAGE/SQ.FT.: \_\_\_\_\_ NEW ACREAGE/SQ.FT.: \_\_\_\_\_ PROPOSED # OF LOTS/BLOCKS: \_\_\_\_\_

CURRENT USE OF PROPERTY: \_\_\_\_\_ PROPOSED USE OF PROPERTY: \_\_\_\_\_

**DESCRIPTION** Please give a brief description of the proposed preliminary subdivision plat.


<b>PRELIMINARY PLAT SUBMITTAL REQUIREMENTS</b>	<b>APPLICANT CHECKLIST</b>	<b>CITY STAFF REVIEW</b>
<b>PRELIMINARY PLAT APPLICATION SUBMITTALS</b>		
Completed and signed Subdivision Preliminary Plat Application.		
Payment for Subdivision Preliminary Plat Application.		
Pre-submittal meeting with City Departments.		
Justification Letter.		
Title Report/Title Commitment.		
Legal Description.		
Preliminary Plat.		
Existing Conditions Data.		
Proposed Development Design Features.		
Open Space Requirements		
Preliminary Grading Plan.		
Preliminary Street Plans.		
Preliminary Utility Plans.		
Preliminary Storm Water Management Plan.		

<b>APPLICANT SIGNATURE:</b>	
<i>As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans and maps submitted are in all respects true and correct to the best of my knowledge and belief.</i>	
<i>As the applicant, I certify that I have reviewed the City's template Development Agreement and Subdivision Improvement, Maintenance, and Warranty Agreement and agree that the documents shall be finalized by the time the Final Plat is reviewed by the City Council.</i>	
APPLICANT SIGNATURE: _____	DATE: ____/____/____
APPLICANT PRINT NAME:	APPLICANT TITLE:

<b>PROPERTY OWNER(S) AFFIDAVIT</b>	
<i>I/We, the undersigned, swear that I am / we are, the owner(s) and/or Mortgage holders of the property described within this application. I/We will make provisions to ensure compliance with the disclosure and recording requirements of McKenzie County and the City of Watford City. I/We certify that all information contained within this application are in all respects true and correct to the best of my/our knowledge and belief. I/We also hereby authorize City of Watford City Staff and/or its designee to access my property or premise for the purpose of gathering and verifying information in relation to this application and submitted plans.</i>	
PROPERTY OWNER SIGNATURE: _____	DATE: ____/____/____
PROPERTY OWNER SIGNATURE: _____	DATE: ____/____/____

**PROPERTY OWNER NOTARY**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, the undersigned, a notary public for the state of \_\_\_\_\_, personally appeared, \_\_\_\_\_ known to me to be the person(s) who executed the certificate in witness whereof, I have hereunto set my hand and affixed my official seal the day and year in the certificate first written above.

(NOTARIAL SEAL)

\_\_\_\_\_  
Notary Public

Notary Public for the state of \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_