



COUNTY PLAT SUBMITTAL CHECKLIST

The following information is required on all plats submitted for review and approval by Burleigh County. The applicant checklist column for the appropriate plat type (preliminary or final) must be completed by the applicant and this form must be submitted in conjunction with the unified development application. If required items are not included on a plat submitted for approval, the application will be deemed incomplete.

I. PRELIMINARY PLATS	Applicant Checklist	Staff Checklist
General Information		
1. Proposed name of subdivision (use "subdivision" rather than "addition")		
2. Location of subdivision by section, township and range (to nearest quarter section)		
3. Name and address of registered land surveyor		
4. Name and address of property owner		
5. Scale of 1" = 100' or less, shown graphically (A different scale may be used only if it has previously been approved by the Director of Planning & Development)		
6. Date		
7. North point indication (arrow or compass rose)		
8. Boundary line of proposed subdivision indicated by a solid heavy line		
9. Total acreage within the subdivision and each individual lot		
10. A location map inset showing the boundary of the proposed subdivision and covering an area within a one mile radius of the subdivision		
Existing		
11. Existing access points along public right-of-way within or adjacent to the subdivision. All such adjacent access points within ¼ mile of the subdivision shall be shown or noted.		
12. Name, location, and width of all existing or previously platted streets, including the type and width of surfacing, within or adjacent to the subdivision		
13. Name, dimensions and location of any railroad right-of-way within or adjacent to the subdivision		
14. Name, dimensions and location of any utility easements within or adjacent to the subdivision		
15. Name, dimensions and location of any parks or public land within or adjacent to the subdivision		
16. Name, dimensions and location of any permanent buildings or structures within or adjacent to the subdivision		
17. Location of any corporate boundaries within or adjacent to the subdivision		
18. Location of section lines within or adjacent to the subdivision		
19. Existing water mains, storm sewers, sanitary sewers, culverts, bridges, poles, pipelines and other utility structures within or adjacent to the tract, indicating pipe sizes, grades, and exact locations		
20. Existing zoning of proposed subdivision and all adjacent tracts		
21. Boundary lines of adjacent tracts of subdivided and un-subdivided land, showing owners names		
22. Location of streams, water courses and marshy or swampy areas within or adjacent to the subdivision, including federally designated wetlands (must be labeled)		
23. Topographic contours with a minimum contour interval of 5 feet, with indication of datum used (NGVD29 or NAVD88, with NAVD88 preferred for all areas and required for areas with current floodplain information in that datum)		
24. 100-year floodplain and floodway elevations if any portion of the subdivision is within the floodplain, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum)		
25. Boundaries of any existing underlying lot(s) being replatted, if any		
Proposed		
26. Layout, numbers and dimensions of lots		
27. Layout of proposed streets, alleys, crosswalks and easements, showing all widths and proposed street names		
28. Location and dimensions of non-access lines		
29. Identification of parcels of land intended to be dedicated or reserved for public uses, or set aside for use of property owners within the subdivision		

II. FINAL PLATS	Applicant Checklist	Staff Checklist
1. Final Plat Fee \$250.00		
2. Minimum sheet size of 30" x 36". If more than one sheet is required, an index sheet showing the entire subdivision on one sheet must be submitted, all sheets must be numbered, of the same size, and include matchlines. A border of ½ inch shall be provided on the top, bottom, and right sides of the plat and a border of 2 inches shall be provided on the left side		
3. Name of the subdivision (use "subdivision" rather than "addition")		
4. Location of subdivision by section, township and range (to nearest quarter section)		
5. Name and address of registered land surveyor		
6. Name and address of property owner		
7. Scale of 1" = 100' or less, shown graphically		
8. Basis of bearings		
9. Date		
10. North point indication (arrow or compass rose)		
11. Boundary line of subdivision based on an accurate traverse, with angular and linear dimensions		
12. Legal description of property being platted, including any section line right-of-way not previously deeded for roadway purposes		
13. Accurate locations of all monuments, which shall be one (1) inch diameter iron pipes eighteen (18) inches in length. One monument shall be placed at each corner and at each change of direction in the boundary line of the subdivision; one monument shall be placed at each block corner; and one monument shall be placed at the point of curvature and point of tangency of each curve in a street line on both sides of the street		
14. True angles and distances to the nearest established street lines or official monuments, not less than 2 need to be accurately described on the plat. For purposes of this requirement, an official monument is an official government monument, such as a section corner or quarter section corner		
15. Ties to within 12 inches of a minimum of two accepted State Plane Coordinate monuments based on NAD 83 ND Zone 3302		
16. Exact location, width and name of all streets within and adjoining the subdivision and exact location of all alleys and crosswalks within the subdivision		
17. Accurate outlines and legal descriptions of any areas (not including streets, alleys or public utility easements) to be dedicated or reserved for public use, with the purposes indicated; and of any area to be reserved for common use of all property owners within the subdivision		
18. All easements for rights-of-way provided for public services and utilities		
19. All lot numbers and lot lines, with accurate dimensions in feet and hundredths		
20. Square footage or acreage of land within the subdivision, each individual lot and the total area in streets. If the subdivision crosses a quarter-section line, the acreage within each quarter section must also be noted.		
21. City, township, county or section lines accurately tied to the boundary lines of the subdivision by distance and angles;		
22. Radii, internal angles, points of curvature, tangent bearings and lengths of all arc		
23. Location and dimensions of non-access lines		
24. 100-year floodplain and floodway elevations and topographic contours with a minimum contour interval of five (5) feet for any portion of the subdivision within a designated floodplain, with indication of datum used (NAVD88 required for areas with current floodplain information in that datum)		
25. Present shoreline locations and water elevations shown and dated for any waterways or bodies of water within the subdivision (meander line)		
26. For subdivisions adjacent to the Missouri River, the 33,000 cfs flow elevation must be shown		
27. Certification by a registered surveyor that the plat represents a survey made by him/her, that monuments shown thereon exist as located and that all dimensional and geodetic details are correct		
27. Notarized certification by all owners of the land of adoption of the plat and dedication of sewers, water distribution lines, streets, public areas and other improvements		
28. Proper form for approval of the Planning Commission		
29. Proper form for acceptance of the plat and amendment of the master plan by the Board of County Commissioners		
28. Proper form for approval by the County Engineer		