



FINAL PLAT CHECKLIST

The following is a summary of the information required on all preliminary subdivision plats submitted for review, based on Section 14-09-07 of the City Code of Ordinances (Specifications for Plats). The applicant column must be completed with ✓ by the applicant and submitted in conjunction with the unified development application (mark even if n/a). Applications with missing or incomplete checklists will be deemed incomplete.

	Applicant		Staff	
	✓	n/a	✓	n/a
1. General Information				
a. Name of subdivision plat (See Naming Conventions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subtitle as summary existing legal description, to include platted lots and blocks, dedicated rights-of-way, and section/township/range to the quarter-section. Must match first line of full legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Names and addresses of property owner(s) and registered land surveyor who prepared plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Scale of 1" = 100' or less at standard mapping scales, shown graphically with a bar scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Date survey completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. North point indication (arrow or compass rose) GRID North with local magnetic declination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Basis of bearings, as derived from State Plane Coordinates or from a conventional terrestrial survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Vertical datum and horizontal datum used for the plat (i.e. NDSPC South zone NAD83 (2001) adj in international feet/NAVD88 in international feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Legal description of parent property being platted, including all dedicated or section line rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Square footage or acreage of land within the plat, each lot, and the total area in streets. If the plat crosses a quarter-section line, the acreage within each quarter section must be noted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Durable paper sized 30" x 36" required, with 2" margin on left side and ½" margin on all other sides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. If all lines and labels cannot be clearly discerned at the scale of the plat in certain areas, separate details at closer scale may be provided as insets. No bounding box is necessary if location can be discerned from features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. All recording requirements are met, including 10-point font, black and white printing (no grey-scale), and handwritten signatures in felt-tip black ink (See Recording Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. If within two miles of city limits, note on rural water agreement per Section 14-09-04(2)d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. If more than one sheet is necessary, an Index map with bounding boxes referencing each sheet of the plat and showing lots and blocks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. If necessary to adequately display all required content, a detail pane must be included with clear reference to the main plat, separate scale, and meeting all required standards thereof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensional Specifications				
a. Boundary of plat based on an accurate traverse, or GNSS survey results. All lengths measured in feet to the hundredths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Accurate locations of all monuments, describing whether recovered or established. A monument must be placed at each corner, change of direction, or point of curvature and point of tangency of each curve for the subdivision boundary and each lot line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Distance and bearings to one section corner or quarter corner for plats within city limits, and two section corners and/or quarter corners for plats in the extraterritorial area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Ties to a minimum of two accepted State Plane Coordinates based on NAD 83 horizontal datum (adjusted 2011), units of measurement international feet, ND south zone 3302. Or reduced, adjusted OPUS-S static observation results on two boundary monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Elevations referenced to two durable benchmarks described on the plat within their location to the nearest hundredth of a foot, using datum NAVD88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Location, name, and width of all rights-of-way within and adjoining the plat, and the location of all alleys and shared use trails within the plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Accurate outline and legal description of areas (except rights-of-way or easements) reserved for public use or common use of property owners within the plat, with the purposes indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Accurate outline for all easements for public services and public utilities, including storm-water and drainage easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Accurate outline of all lots with lot and block numbers property annotated, with linear dimensions expressed in international feet, tenths and hundredths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Radii, deltas, lengths, and chords of all curves based on arc definitions. Curve table optional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Location and dimensions of non-access lines and/or access points within a non-access line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Special flood hazard area and floodway boundaries and elevations and 2-foot topographic contours for any portion within the plat, with datum NAVD88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. For any waterways or bodies of water within or adjacent to the plat, the present shoreline locations, relative to the record legal meander line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Water elevations with date (meander line)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. All restrictive airport noise, runway clear zone and approach zone elevations within or adjacent to the plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. If adjacent to the Missouri River, the 33,000 cfs flow elevation must be shown, which is the ordinary high-water mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. For plats adjacent to Interstate 94 or any open drainage facility, a fencing note in accordance with Section 14-09-06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Dedications (See [Standard Plat Language](#))

a. Standard certificate for Planning and Zoning Commission approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Standard certificate for Board of City Commissioners approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. In the ETA, standard certificate for Burleigh County Board of Commissioners approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Standard certificate for City Engineer approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Standard certificate by registered land surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Notarized standard language certificate by all owner(s) or authorized agent of the land. If multiple owners, the lot(s) owned by each must be specified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>