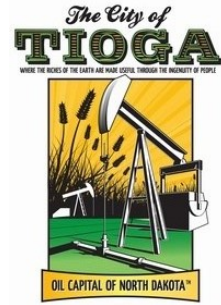


# Final Plat Checklist

Project Name: \_\_\_\_\_

Developer Name: \_\_\_\_\_

Engineer Name: \_\_\_\_\_



		Included	Not Included
1.0	The final plat shall contain the following:		
1.1	The final plat prepared for recording purposes shall be prepared in accordance with provisions of North Dakota State Statutes and applicable City and County regulations.		
1.2	Name of subdivision: Names shall not duplicate or too closely approximate the name of any existing subdivision in Williams County except when such plat is an addition to an existing plat of record. The name of a rearrangement of an existing plat may be shortened from a complete legal description of the rearrangement by stating "(said rearrangement) hereafter to be known as _____."		
1.3	Location by quarter section, township, range, county and state, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error of closure on any portion of a final plat shall be one (1) foot in ten thousand (10,000) feet. The plat must indicate that all outside boundary monuments have been set and indicate those interior monuments that have been set. Location of such monuments shall be shown in reference to existing official monuments or to the nearest established street lines, including true angles and distances to such reference point or monuments. Permanent monuments shall be placed at each corner of each block or portion of a block, points of curvature and points of tangents on street lines, and at each angle point on the boundary of the subdivision. A permanent marker shall be deemed to be a steel rod, at least one-half (0.5) inch in diameter and eighteen (18) inches long extending at least two (2) feet below the finished grade. In situations where conditions prohibit the placing of monuments in the location prescribed above, offset markers will be permitted.		
1.4	The monuments for the boundary line of the subdivision must be placed prior to recording the final plat, the monuments for block corners and the points of curvature and tangency of each curve in a street line on both sides of the street must be placed upon completion of roadway and municipal utility improvements, and monuments for lot corners and each point of deflection in the interior lot lines must be placed prior to obtaining a building permit for that lot.		
1.5	Locations of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and hundreds of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines.		
1.6	100 year floodplain and floodway elevations and topographic contours with a minimum contour interval of two (2) feet for the portion of the plat lying within the designated floodplain, with an indication of datum used.		
1.7	Boundary lines and description of boundary lines on any areas other than streets and alleys which are to be dedicated or reserved for public use.		
1.8	Lots shall be numbered clearly and the square footage of each lot shall be shown. Block numbers shall be shown clearly in the center of the block and all streets shall be named.		
1.9	Names and addresses of owners, subdividers, and developers, designer of the plat, surveyor and his registration number, making the plat.		

1.10	The scale of the plat shall be not less than one (1) inch to one hundred (100) feet or other scale as approved by the City Engineer or Director of Public Works to be shown graphically, north point, and date of preparation. For plats requiring more than one sheet an index shall be provided		
1.11	Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the strips marked "utility easements."		
1.12	Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys and other public areas shown on this plat and not heretofore dedicated to public use are hereby also dedicated.		

		Included	Not Included
2.0	Certifications Required on Final Plats:		
2.1	All signatures (except the surveyor preparing the plat) shall be notarized in black ink (not ballpoint pen).		
2.2	Notarized certification by owner and by any mortgage holder of record of their consent of the plat and the dedication of streets and other public areas.		
2.3	Notarized certification by registered land surveyor, to the effect that the plat represents a survey made by him and that monuments and markers shown therein exist as located and that all dimension and geodetic details are correct. The Surveyor's Certification must also state that the surveyor holds a valid registration in North Dakota.		
2.4	Space for Certificates of Approval to be filled in by the signatures of the owner(s), surveyor, President of the Planning Commission, City Auditor, President of the City Commission, and Notary Publics for each as well as the Williams County Recorder. The form of approval by the Planning Commission is as follows:		
2.4.1	<p>Certificate of Registered Surveyor</p> <p>I, _____,</p> <p>BEING A REGISTERED NORTH DAKOTA LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE PROPERTY SHOWN HEREIN AND THE WITHIN MAP IS A TRUE AND CORRECT REPRESENTATION OF THE LAND SURVEYED, AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF THE NORTH DAKOTA CENTURY CODE AND THE CITY OF TIOGA SUBDIVISION ORDINANCES TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p> <p>_____</p> <p style="text-align: right;">Registered Land Surveyor</p> <p>State of North Dakota County of Williams</p> <p>Be it known that on this _____ day of _____, _____, before me personally appeared _____ and acknowledged the execution and signing of the above Certificate of Registered Land Surveyor to be his voluntary act and deed.</p> <p style="text-align: right;">_____ Notary Public Williams County, North Dakota</p> <p style="text-align: center;">My Commission Expires: _____</p>		

<p>2.4.2 Owners Consent and Dedication</p> <p>We, the undersigned, being all the owners and mortgage holders of the lands platted herein, do hereby voluntarily consent to the execution of said plat, and do dedicate the streets, alleys, parks, and public grounds as shown thereon, including all sewers, culverts, bridges, water distribution lines, sidewalks, grounds, whether such improvements are shown or not, to the public use forever.</p> <p>We agree not to vacate any portion of this plat without consent of the Planning Commission and the City of Tioga. We also hereby dedicate easements, to run with the land, for water, sewer, gas electric, telephone or other public utility lines or services under, on, or over those certain strips of land designated hereon as "utility easements".</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Owner</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Owner</p> <p>State of North Dakota County of Williams</p> <p>Be it known that on the day of _____, _____, before me personally appeared _____ and _____, and acknowledged the execution and signing of the above Consent and Dedication to be his (her, their) voluntary act and deed.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Notary Public Williams County, North Dakota</p> <p style="text-align: right;">My Commission expires: _____</p>		
<p>2.4.3 Planning Commission Approval</p> <p>The subdivision of land shown hereon has been approved by the Planning Commission of the City of Tioga on _____, _____, in accordance with the laws of the State of North Dakota, ordinances of the City of Tioga, and regulations of said Planning Commission.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Name) President</p> <p>State of North Dakota County of Williams</p> <p>Be it known that on the _____ day of _____, _____, before me personally appeared (name), President of the Planning Commission of the City of Tioga and acknowledged the execution and signing of the above.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Notary Public Williams County, North Dakota</p> <p style="text-align: right;">My Commission expires: _____</p>		



<p>3.2.2 A bond or certified check has been posted, which is available to the City, and in sufficient amount to assure such completion of all required improvements.</p>		
<p>3.3 Restrictive covenants in form for recording.</p>		
<p>3.4 A current title opinion stating the name of the owner of record or an attorney's opinion of title, running to the benefit of the governing body affected by the plat, station the name of the owner of record. "Current" means the title opinion or attorney's opinion has been prepared within six months prior to the date of application for approval of a subdivision.</p>		
<p>3.5 Other Data: Such other certificates, affidavits, endorsements, or deductions as may be required by the Planning Commission in the enforcement of this ordinance.</p>		