



Application Received: _____
Staff Initials: _____
Payment Received: _____

PRELIMINARY PLAT APPLICATION

NAME OF PLAT: _____ **Acreage:** _____ **# of Lots:** _____
(All plat names must be approved by the Clay County Recorder)

APPLICANT INFORMATION

Name(s): _____
Mailing Address: _____
Telephone: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION (if different from above)

Name(s): _____
Mailing Address: _____
Telephone: _____
E-mail Address: _____

ENGINEERING FIRM

Contact Person: _____
Telephone: _____ E-mail: _____

PROPERTY INFORMATION

Parcel Number(s): _____
Describe Location: _____

If this is a replat of a subdivision that was previously approved, please provide a lot and block description of the area that will be replatted: _____

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

**If you are unable to provide a PDF Digital ID, please print application to provide original signature(s).

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning & Zoning Division, 403 Center Avenue, 7th Floor, PO Box 779, Moorhead, MN 56561-0779

APPLICATION DEADLINE: Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the scheduled Planning Commission meeting).

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____ Preliminary Plat: email PDF and AutoCAD to planning@moorheadmn.gov

_____ Legal Description: proposed plat (electronic or Word version)

_____ Title Opinion based on 40-year record search and authorization if applicant is not the owner.

_____ Receipt for paid taxes if reflected as unpaid in the Title Opinion

_____ Application fee of \$500 + County Recorder fee of \$46 = **\$546 is payable to the City of Moorhead.**
The application fee includes both the Preliminary and Final Plat Approvals. The City of Moorhead will record the Developer's Agreement with the Clay County Recorder's Office. The developer will pay recording fees directly to the Clay County Recorder for recording of the plat.

_____ Plat Review Process application submitted to the Clay County Recorder – please refer to:
<http://www.claycountymn.gov/DocumentCenter/View/941>

IMPORTANT INFORMATION:

- * The Owner must provide the state and/or county with all required review materials and is responsible for obtaining all required permits for the state and/or county.
- * Any unplatted public property within and/or contiguous to the proposed plat must be included as a lot/block (i.e. drains, right-of-way, parkland, etc.).
- * See Title 11 Chapter 5 of the Moorhead City Code for Subdivision Design Standards including parkland dedication requirements. The City will elect, at its sole discretion, whether to receive dedicated parkland and/or payment in lieu of parkland.
- * Calculations regarding stormwater ponds and park dedication must be finalized prior to preliminary plat approval.

Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or planning@moorheadmn.gov

Criteria for Consideration – Subdivision

According to Section 11-3-4 of Title 11: Subdivisions of the Moorhead City Code, the Planning Commission or the Council should consider the following topics in its review of subdivision proposals. Please provide any information you would like the Commission and Council to know regarding your subdivision.

1. How does the proposed subdivision relate to adopted applicable general and specific comprehensive plans of the City, County, and Township?
2. Are physical characteristics of this site, including, but not limited to, topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, suitable for the type of development, design or use contemplated?
3. Is the site physically suitable for the proposed density of development?
4. Is the design of the subdivision or the proposed improvements sensitive to the environmental or is it likely to cause damage?
5. Is the design of the subdivision or the type of improvements likely to promote or damage public health?
6. Does the design of the subdivision or the type of improvements respect easements of record and easements established by judgment of a court?
7. If the proposed subdivision is outside the boundaries of the City:
 - a. Has the County, Township or developer certified in writing that they will assume all responsibility for repair and maintenance of dedicated streets until annexed to the City?
 - b. Has the Township or County certified in writing that it has the capacity for and will provide police and fire protection and on-site sewer system inspections to ensure property installation?
8. Does the proposed subdivision, its site, or its design adversely affect the flood-carrying capacity of the floodway, increase flood stages and velocities, or increase flood hazards within the floodway fringe or within other areas of the City?
9. MEQB Policies: Is the proposed subdivision consistent with the policies of the Minnesota Environmental Quality Board (MEQB)? Could it (in violation of Federal and State historical preservation laws) adversely impact critical environmental areas or potentially disrupt or destroy historic areas which are designated or officially recognized by the City Council?

* This Application is for Preliminary Plat Approval ONLY. A separate application must be submitted for Final Plat Approval.

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