



MORTON COUNTY Final Plat CHECKLIST

Final plats must be submitted with applications for short-form subdivision and long-form subdivisions, upon approval of the preliminary plat, in Morton County. The following checklist identifies all mandatory items to include on the final plat, from N.D.C.C. 40-50.1-01, N.D.C.C. 11-33.2-12.1, and Morton County regulations. The Applicant is responsible for reviewing and completing this checklist by marking the applicant column for each item. The Planning and Zoning Department will mark the staff column to verify criteria are met.

This Checklist Must be Submitted with the Final Plat and, for Short-Form Subdivisions, with the Application

Completed by: _____

Date: _____

Reviewed by: _____

Date: _____

FINAL PLAT CHECKLIST

Applicant Staff

1. Sheet size of 24" x 36" or 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, be the same size, and include matchlines. A border of 1/2 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	<input type="checkbox"/>	<input type="checkbox"/>
2. Name of subdivision (use "subdivision" rather than "addition").	<input type="checkbox"/>	<input type="checkbox"/>
3. Location of subdivision by section, township and range (to nearest quarter section).	<input type="checkbox"/>	<input type="checkbox"/>
4. Name and address of registered land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>
5. Name and address of property owner.	<input type="checkbox"/>	<input type="checkbox"/>
6. Scale of 1" = 100' or less, shown graphically.	<input type="checkbox"/>	<input type="checkbox"/>
7. Basis of bearings (Any accepted surveying methodology may be followed).	<input type="checkbox"/>	<input type="checkbox"/>
8. Indication of both vertical and horizontal datum used.	<input type="checkbox"/>	<input type="checkbox"/>
9. Date of field survey and date of plat preparation (if different).	<input type="checkbox"/>	<input type="checkbox"/>
10. North point indication.	<input type="checkbox"/>	<input type="checkbox"/>
11. Boundary line of proposed subdivision based on accurate traverse, with angular and linear dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
12. Legal description of property being platted, including any section line right-of-way not previously deeded for roadway purposes.	<input type="checkbox"/>	<input type="checkbox"/>
13. Building setback lines shall <u>not</u> be shown on the final plat.	<input type="checkbox"/>	<input type="checkbox"/>
14. Accurate locations of all monuments, indicating whether found or set. All set monuments shall comply with currently accepted surveying practice. One monument shall be placed at each corner and at each change of direction in the boundary line of the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>

FINAL PLAT CHECKLIST

Applicant Staff

15. True angles and distances to the nearest established street lines or official monuments, not less than two (2) need to be accurately described on the plat. Examples of official monuments are section corners or quarter section corners.	<input type="checkbox"/>	<input type="checkbox"/>
16. Exact location, width and name of all streets within an adjoining the subdivision and exact location of all alleys and crosswalks within the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
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 purposed indicated; and of any area to be reserved for common use of all property owners within the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>
18. All easements for rights-of-way provided for public services and public utilities, as well as easements for stormwater management facilities.	<input type="checkbox"/>	<input type="checkbox"/>
19. All lot numbers and lot lines, with accurate dimensions in feet and hundredths.	<input type="checkbox"/>	<input type="checkbox"/>
20. Square footage or acreage of land within the subdivision, each individual lot and total area in streets. If the subdivision crosses a quarter-section line, the acreage within each quarter section shall also be noted.	<input type="checkbox"/>	<input type="checkbox"/>
21. City, township, county or section lines accurately tied to the boundary lines of the subdivision by distance and angles.	<input type="checkbox"/>	<input type="checkbox"/>
22. Radii, internal angles, points of curvature, tangent bearings and lengths of all arc.	<input type="checkbox"/>	<input type="checkbox"/>
23. Location and dimensions of non-access lines.	<input type="checkbox"/>	<input type="checkbox"/>
24. Flood fringe and floodway elevations and topographic contours with a minimum contour interval of two (2) feet for any portion of the subdivision plat within a Special Flood Hazard Area. All elevations must be referenced to a durable benchmark using mean sea level datum.	<input type="checkbox"/>	<input type="checkbox"/>
25. Present shoreline locations and water elevations shown and dated for any waterways or bodies of water within the subdivision (meander line).	<input type="checkbox"/>	<input type="checkbox"/>
26. For subdivision plats adjacent to the Missouri River, the 33,000 cfs flow elevation must be shown, which is considered the ordinary high water mark.	<input type="checkbox"/>	<input type="checkbox"/>
27. Certification by the registered surveyor that the subdivision plat represents a survey made by him/her, or under the surveyor's direct supervision, and that the monuments shown thereon are accurate, all required monuments have been set, and that all dimensional and geodetic details are correct.	<input type="checkbox"/>	<input type="checkbox"/>
28. Notarized certification by all owner(s) of the land of adoption of the subdivision plat and dedication of streets, public areas and any other improvements depicted on the plat. If there are multiple owners, the specific lot(s) owned by each must be specified.	<input type="checkbox"/>	<input type="checkbox"/>
29. Proper form for approval by the Morton County Planning and Zoning Commission, with signature lines for the chair and secretary.	<input type="checkbox"/>	<input type="checkbox"/>
30. Proper form for approval by the Morton County Board of County Commissioners, with signature lines for the chair and auditor.	<input type="checkbox"/>	<input type="checkbox"/>
31. Proper form for county approval, with signature lines for the County Engineer and the Director of Planning and Zoning.	<input type="checkbox"/>	<input type="checkbox"/>