



MORTON COUNTY UNIFIED DEVELOPMENT APPLICATION

Application submitted for (check all that apply):

- Long-Form Subdivision
 Zoning Map Amendment
 Variance
 Exempt Division of Land
 Short-Form Subdivision
 Special Use Permit
 Subdivision Plat Vacation

PROPERTY INFORMATION

Name of Plat/Proposal:		
Legal Description of Property (section, township, lot, etc.):		
Address of Property:	Number of lots:	Total Acreage:
Proposal/Reason for Request:	Existing Zone is:	
	Proposed Zone is:	
	Property in Special Flood Hazard Area (circle one): Yes No	

As defined by FEMA. Also known as "100-Year Floodplain"

CONTACT INFORMATION

Applicant/Developer

Name:	Phone:	Email:
Mailing Address:		

Property owner (if different than applicant/developer)

Name:	Phone:	Email:
Mailing Address:		

Contact Person/Agent (if different than applicant/developer)

Name:	Phone:	Email:
Mailing Address:		

By signing, I attest that this application is complete, accurate, and submitted with the required information as outlined in the attached checklist. I understand the regulations of the Morton County Land Use Code as they pertain to this request(s). I certify that all owners of property described herein have signed or ratified this application. I hereby request favorable consideration of the above described development proposal:

Applicant's Signature	Date	Property Owner's Signature	Date
Additional Owner's Signature	Date	Additional Owner's Signature	Date

Applications are not complete until all required submittals have been received

All applications are due by 5:00 p.m. 21 calendar days prior to the Planning and Zoning Commission meeting.

MORTON COUNTY DEVELOPMENT APPLICATION CHECKLIST

The following checklist and all required materials must be submitted with an application. Applications for multiple items (e.g. subdivision and rezoning) must meet all requirements for each item.

Long-Form Subdivision *Submitted with application for preliminary plat*

Morton County Land Use Code,
Section 10-020

- Pre-application meeting with county staff on date: _____
During the meeting, county planner or engineer may request additional information about the proposal to be submitted before the public hearing. Presenting a sketch plan at this meeting is helpful, but optional.
- Fee of: \$400.00 for 2 – 10 lot subdivisions
\$600.00 for 11 – 20 lot subdivisions
\$800.00 for subdivisions of 21 lots and over
- Digital copy of preliminary plat (pdf format, full size)
- Preliminary plat checklist, completed by applicant.
- Confirmation that consultation with the following parties has been initiated:
 - Missouri West Water System or SouthWest Water
 - Custer Health Department (for sanitation)
 - U.S. Postal Service (for mail delivery methods)
 - Mor Gran Sou (for electricity).
- Fringe Area Roadway Master Plan corridors within or adjacent to site (if any).

Submitted to seek final plat approval

- Digital copy of final plat (pdf format, full size)
- Final plat checklist, completed by applicant.
- Stormwater Management Plan.
- Shapefile of data in plat, including lot lines, roadway rights-of-way, and easement boundaries. (in NAD 1983 StatePlane North Dakota South).

Submitted after approval and before recordation of plat

- One final plat on mylar at 24"x 36" or 24"x 30" in accordance with checklist.
- Three additional full-sized hard-copies of the final plat with signatures.

Short-Form Subdivision *Submitted with application for plat*

Morton County Land Use Code,
Section 10-030

- Fee of \$200.00
- Digital copy of final plat (pdf format, full size)
- Final plat checklist, completed by applicant.
- Fringe Area Roadway Master Plan corridors within or adjacent to site (if any).

Submitted after approval and before recordation of plat

- One final plat on mylar at 24"x 36" or 24"x 30" in accordance with checklist.
- Shapefile of data in plat, including lot lines, roadway rights-of-way, and easement boundaries (in NAD 1983 StatePlane North Dakota South).
- Three additional full-sized hard-copies of the final plat with signatures.

Zoning Map Amendment *Submitted with application*

Morton County Land Use Code,
Section 10-080

- Fee of \$200.00
- Locational description of area requested for zone change (unless submitted with plat)
- Written reason for requested zone change (unless submitted with plat)

Variance *Submitted with application*

Morton County Land Use Code,
Section 10-060

- Fee of \$200.00
- Written letter of hardship stating reason for variance request
- Digital copy of site plan (pdf format, full size) drawn to scale, of proposed improvement requiring variance

Special Use Permit *Submitted with application*

Morton County Land Use Code,
Section 10-040

- Fee of:
 1. 0.001 x Total Project Cost with up to \$1000.00 down at the time of application and the balance required before the building permit is issued
 - or
 2. \$300.00, whichever is greater.
- Digital copy of site plan (pdf format, full size) at 1" = 20' or larger scale, if integral to request.
- For temporary uses, a plan for compliance with all code requirements, including mitigation of impacts during use and remediation after use.

Subdivision Plat Vacation *Submitted with application*

Morton County Land Use Code,
Section 10-090

- Fee of:
 - \$200.00 for 1 lot subdivision
 - \$400.00 for 2 – 10 lot subdivisions
 - \$600.00 for 11 – 20 lot subdivisions
 - \$800.00 for subdivisions of 21 lots and over
- Plat of public grounds proposed to be vacated.
- Notarized petition signed by all adjoining property owners. Petition must include plat and reason for vacation.

Exempt Division of Land *Submitted with application*

Morton County Land Use Code,
Section 7-030

- Plat of Irregular Description or legal description for the subdivision.
- Any required easements or dedications of right-of-way.