



Application Received: _____
Staff Initials: _____

APPLICATION FOR FINAL PLAT APPROVAL

NAME OF PLAT: _____ **Acreage:** _____ **# of Lots:** _____

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

PROPERTY OWNER
Name(s): _____
Telephone: _____

The Final Plat must meet all of the conditions placed on the Preliminary Plat by the Planning Commission and City Council. How have the conditions on the Preliminary Plat been addressed? _____

The Final Plat should be in substantial conformance to the Preliminary Plat. Please identify any significant changes other than those addressed above:

Applicant Signature(s) _____ Print Name _____ Date _____

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

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

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning Department, 500 Center Avenue, PO Box 779, Moorhead, MN 56561-0779.

APPLICATION DEADLINE: A completed application with its submission requirements **must be received by 12:00 noon on the Tuesday two weeks prior to the scheduled Planning Commission meeting.**

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____ Final Plat: 5-22”x34” copies, 1-11”x17” copies, 1 reduced-scale 8½”x11”

_____ Signed Developer’s Agreement

_____ Final Electronic Version to Clay County (either AutoCAD or ESRI format) – please refer to:
<http://www.co.clay.mn.us/Depts/Recorder/Recplats.htm>

_____ Email PDF version of plat to communitydevelopment@ci.moorhead.mn.us

_____ The deed(s) for Parkland and Stormwater dedication and/or payment in lieu of parkland is required at the time of final plat approval as specified in the Developer’s Agreement.

IMPORTANT INFORMATION:

- 2 paper copies (20x30”) and required application materials must be submitted to the County **before approval of the final plat**. Please refer to: <http://www.co.clay.mn.us/Depts/Recorder/RecPlatR.htm>

MYLARS/BOARDS: Plat sheet size shall be 22 inches by 34 inches. A border line shall be placed one-half inch inside the outer edge of the plat on the top and bottom 34-inch sides; and the right 22-inch side; and two inches inside the outer edge of the plat on the left 22-inch side. If a plat consists of more than one sheet, the sheets shall be numbered consecutively. After final approval by the City AND Clay County, the following copies of the approved final plat must be submitted for city signatures prior to recording.

For the County:

2 Full-size Hardboards – 1 marked “COPY” and 1 marked “OFFICIAL”

1-11x17 copy

Electronic copy

For the City of Moorhead:

1 Full-size Mylar

1 11x17 Mylar

Applicant will be responsible for recording the Mylars and Boards with the County Recorder’s Office.

Questions? Contact the City of Moorhead Planning Department at 218.299.5370.