



Application Received: _____
Fee Received: _____
Staff Initials: _____

APPLICATION FOR PRELIMINARY PLAT APPROVAL

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

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

PROPERTY OWNER INFORMATION (if different from above)
Name(s): _____
Mailing Address: _____
Telephone: _____ Fax: _____
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 _____

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

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

APPLICATION DEADLINE: A completed application with all 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:

_____ Preliminary Plat: 5-22”x 34”copies, 1-11”x17” copies, 1 reduced-scale 8½”x11”

_____ Up-to-date Title Opinion reflecting title of the property 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 = total of \$546 is **payable to the City of Moorhead**. *The application fee of \$500 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 \$56 directly to the Clay County Recorder for recording of the plat.*

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

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

IMPORTANT INFORMATION:

- * A signed Developer’s Agreement is required with the Final Plat Approval Application to be submitted after the Planning Commission’s approval of the Preliminary Plat and is subject to the City Council’s approval.
 - * Please see the *Final Plat Approval Application* for additional requirements.
- * 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.
- * Plat names must be approved by the Clay County Recorder.

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

Criteria for Consideration – Subdivision

According to Section 11-1-3-I of the Moorhead Subdivision Ordinance, 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.