



Application Received: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

## FINAL PLAT APPLICATION

**NAME OF PLAT:** \_\_\_\_\_ **Acreage:** \_\_\_\_\_ **# of Lots:** \_\_\_\_\_

### APPLICANT

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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:

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

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 & Zoning Division, 500 Center Avenue, 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:

\_\_\_\_\_Final Plat: email PDF and AutoCAD to [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)

**IMPORTANT INFORMATION:**

- Required application materials must be submitted to the County **before approval of the final plat.**  
Please refer to: <http://www.claycountymn.gov/DocumentCenter/View/941>

**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 Clay County:

1 Full-size Mylar – 22” x 34”

Electronic copy

For the City of Moorhead:

1 Full-size Mylar – 22” x 34”

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

**Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or [planning@moorheadmn.gov](mailto:planning@moorheadmn.gov)**