



**Planning & Development**  
225 4th Street North  
Fargo, ND 58102  
Office: 701.241.1474 | Fax: 701.241.1526  
Email: [Planning@FargoND.gov](mailto:Planning@FargoND.gov)  
[www.FargoND.gov](http://www.FargoND.gov)

## APPLICATION FOR APPROVAL OF SUBDIVISION (PLAT)

We, the undersigned, do hereby submit an application to the Planning Commission of the City of Fargo, North Dakota, to take such action as may be required by law of the City of Fargo to establish a Subdivision on the previously described subject property pursuant to Section 20-0907 of the Land Development Code of the City of Fargo.

The following must accompany this application:

- a. Preliminary Plat
- b. Proposed Amenities Plan (if applicable)
- c. Clear Title Opinion reflecting ownership by Applicant(s) (see attached letter from City Attorney).
- d. Proof of paid-up taxes in the form of a receipt from the County or reference to such in Title Opinion.
- e. Letter to Special Assessments Coordinator documenting how the applicant wants to handle the spread of special assessments, based on a meeting or discussion with that individual if necessary (see attached letter from Special Assessments Coordinator).

Property Owner Information
Name ( <i>printed</i> ): _____ _____
Address: _____
Primary Phone: _____
Alternative Phone: _____
Fax: _____
Email: _____

Representation Information ( <i>primary contact</i> )
Name ( <i>printed</i> ): _____ _____
Company _____
Address: _____
Primary Phone: _____
Alternative Phone: _____
Fax: _____
Email: _____
<input type="checkbox"/> Same as property owner

Location of property involved in the application decision ( <i>if applicable</i> )
Name of Plat: _____ <input type="checkbox"/> Major <input type="checkbox"/> Minor
Vacation plat? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, a petition signed by all abutting property owners must be submitted along with the Plat.</i>
Address: _____
Legal Description ( <i>attach separate sheet if more space is needed</i> ): _____ _____



**Acknowledgement** – We hereby acknowledge that we have familiarized ourselves with the rules and regulations to the preparation of this submittal and that the foregoing information is true and complete to the best of our knowledge and that the primary contact named above will be contacted if any questions arise and also when the plat has been approved by the City and appropriate copies are ready for recording at the Register of Deeds Office.

Owner (*Signature*): \_\_\_\_\_ Date: \_\_\_\_\_

Representative (*Signature*): \_\_\_\_\_ Date: \_\_\_\_\_

Note: A nonrefundable filing fee of \$350.00 (Minor) and \$600.00 (Major) must be accompanied with the application at time of submittal.

**Application Checklist**

- Preliminary Plat
- Proposed Amenities Plan (Major Subdivisions required, Minor Subdivisions if applicable)
- Title Opinion reflecting ownership by Applicant(s)
- Receipt for paid-up taxes not reflected in Title Opinion
- Communication regarding spread of Special Assessments
- Application accepted
- Application not accepted because: \_\_\_\_\_  
\_\_\_\_\_

**Office Use Only**

Date Filed: \_\_\_\_\_ Planning Office Contact: \_\_\_\_\_

Nonrefundable Filing Fee \$350.00 (Minor)/\$600.00 (Major): \_\_\_\_\_



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Dear Sir or Madam:

Re: Application for Subdivision Approval – LDC §20-0907

Your receipt of this letter suggests that you are applying to the city of Fargo to obtain approval of a plat--either a minor subdivision or a major subdivision--pursuant to the provisions of Fargo's Land Development Code (LDC) Section 20-0907.

Please be advised that prior to final approval of your proposed plat, you must present to the city an attorney's opinion as to the ownership of the property that is contained in the proposed plat. A title insurance policy will also satisfy this requirement. This is required by North Dakota law (N.D.C.C. §40-50.1-03). Your attorney's title opinion should contain the following:

1. The title opinion should recognize as owner(s) the same person(s), firm(s) or entity(ies) as are reflected on the Mylar plat to be filed with the Office of the Recorder. The purpose of the title opinion is to establish that the signatories on the plat (as owners) are, in fact, the owner(s) of the property being platted. This is particularly of concern to the city and public at large to the extent that the plat dedicates easements, roads or other rights of way for public use.
2. We ask that your attorney's title opinion include reference to easements of record and that the opinion include a description of relevant recording information that could be inserted directly on the Mylar plat to be filed with the Office of the Recorder. Such information includes:
  - a. The name of the current grantee of the easement.
  - b. The date of original grant of the easement; and,
  - c. The book and page number or document number, as the case may be.

If you, or your attorney, have any questions feel free to contact me.

Sincerely,

Donald Kress  
Current Planning Coordinator



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[Form of Letter of Representation—re title opinion]

DATE

Office of Planning & Development  
City of Fargo  
225 4th Street North  
Fargo, ND 58102

Re: Enclosed Title Opinion

Ladies and Gentlemen:

I refer to our title opinion or the title insurance policy dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached hereto and incorporated as if fully set forth herein. You may rely on the opinion or policy as if such opinion or policy had been addressed to you.

Sincerely,

Name of Attorney



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Dear Developer:

This letter is to request your input regarding special assessments on the plat or replat of your property. Please keep in mind that the goal of the Special Assessment Commission and the Special Assessment Department is to provide fair and equitable benefit to all properties in the City of Fargo.

You may stop by our office on the 2nd floor of City Hall to discuss any issues concerning special assessments to your property. After we have reviewed your plat/replat with you regarding special assessments and it meets our approval based on fairness, we ask that you submit a letter to our office with a copy to planning which explains the manner in which you would like the special assessments to be spread within your development.

In the event that we do not receive a letter from you, our office will make a determination of benefit for the spread of specials according to Special Assessment policy.

By signing below, you are indicating that you have read and discussed the above letter with the Special Assessment office.

Signed:

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Owner/Developer

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Danny B. Eberhardt, Special Assessment Coordinator