



PLANNING OFFICE
1201 MAIN AVENUE WEST
WEST FARGO, NORTH DAKOTA 58078
PHONE: 701.298 2375
E-MAIL: planning@casscountynd.gov
www.casscountynd.gov

APPLICATION NO.

APPLICATION DATE

(mo/day/year)

SUBDIVISION APPLICATION

1 PROPERTY OWNER INFORMATION

NAME (PRINTED):

ADDRESS:

PRIMARY PHONE:

ALTERNATIVE PHONE:

EMAIL:

2 REPRESENTATIVE INFORMATION (DEVELOPER, SURVEYOR, ENGINEER)

NAME (PRINTED):

ADDRESS:

PRIMARY PHONE:

ALTERNATIVE PHONE:

EMAIL:

3 PROPOSED SUBDIVISION DETAILS

SUBDIVISION NAME:

PARCEL NUMBER:

SECTION, TOWNSHIP, RANGE:

TOTAL ACRES:

NUMBER OF LOTS:

PROPOSED LAND USE (CHECK ONE): RESIDENTIAL AGRICULTURE COMMERCIAL

4 BRIEF NARRATIVE DESCRIPTION OF REASON(S) FOR APPLICATION

5 EXISTING OR PROPOSED INFRASTRUCTURE TYPE

ROADS:	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> PAVED	GRAVEL
WATER SUPPLY:	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> RURAL WATER	SHARED WELLS
WASTE WATER TREATMENT	<input type="checkbox"/> PUBLIC	ON-SITE SEPTIC		
STORM SEWER:	<input type="checkbox"/> DITCHES	<input type="checkbox"/> STORM SEWER SYSTEM		
OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF THE SUBDIVISION:	PUBLIC		PRIVATE	

6 HIGHWAY ACCESS PERMITTING

DOES PROPOSED SUBDIVISION FRONT COUNTY HIGHWAY? YES NO

IF YES, PLEASE SECURE HIGHWAY ACCESS PERMIT WITH CASS COUNTY ENGINEER BEFORE YOU SUBMIT SUBDIVISION APPLICATION. FOR MORE INFORMATION, PLEASE CONTACT THE CASS COUNTY ENGINEER OFFICE AT 701-298-2378 OR bustab@casscountynd.gov.

CASS COUNTY RIGHT OF WAY AGENT

DATE

COMMENTS: _____

7 SUPPLEMENTAL DOCUMENTS TO BE SUBMITTED

TITLE OPINION DOCUMENT

VERIFICATION OF TAXES PAID (<https://proptax.casscountynd.gov/#Search>)

PROOF OF CORRESPONDENCE WITH WEED DEPARTMENT (PLEASE CONTACT STANLEY WOLF AT EITHER 701-298-2388 OR wolfs@casscountynd.gov)

DOES THIS PROPOSAL FRONT A STATE HIGHWAY? IF YES, PLEASE SUBMIT LETTER OF APPROVAL FROM NDDOT (PLEASE CONTACT TROY GILBERTONS AT 701-239-8904 OR tgilbert@nd.gov)

DOES PROPOSAL PROVIDE ONSITE SEPTIC SYSTEM? IF YES, PLEASE SUBMIT PROOF OF CORRESPONDENCE WITH FARGO CASS PUBLIC HEALTH (PLEASE CONTACT AARON JOHNSON AT ajohnson@FargoND.gov)

PROOF OF CORRESPONDENCE WITH CASS COUNTY ENGINEER TO VERIFY IF LOT GRADING PLAN NEEDED (PLEASE CONTACT JASON BENSON AT bensonj@casscountynd.gov)

PROOF OF CORRESPONDENCE WITH TOWNSHIP CHAIRMAN TO VERIFY IF PROPOSAL MEETS TOWNSHIP ZONING REQUIREMENTS.

8 SIGNATURE

OWNER SIGNATURE

DATE

REPRESENTATIVE SIGNATURE

DATE

SUBDIVISION FEE SCHEDULE

MINOR SUBDIVISION (1-4 LOTS): \$100.00 BASE FEE + \$35 PER LOT

MAJOR SUBDIVISION (5-12 LOTS): \$500.00

MAJOR SUBDIVISION (13 LOTS OR GREATER) \$660.00

DATE FEE PAID:

NOTE: A NONREFUNDABLE FILING FEE MUST BE ACCOMPANIED WITH THE APPLICATION AT TIME OF SUBMITTAL MADE PAYABLE TO THE CASS COUNTY HIGHWAY DEPARTMENT.

ACKNOWLEDGEMENT: WE HEREBY ACKNOWLEDGE THAT THAT THE ABOVE 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 WHEN THE PLAT HAS BEEN APPROVED

**CASS COUNTY HIGHWAY DEPARTMENT
1201 WEST MAIN AVENUE
WEST FARGO, ND 58078**

FAX: 701-298-2395

EMAIL: SMB-HWY@CASSCOUNTYND.GOV

MAIN LINE: 701-298-2370

ELECTRONIC PAYMENT FORM

Please complete and return with each application form.

CREDIT CARD PAYMENTS

A Service Fee for credit card payments will have a minimum fee of \$1 for transactions under \$38.

A Service Fee for credit card payments over \$38 will be charged a fee of 2.95 percent.

Credit cards will take 24-48 hours to process the payment.

Do you prefer the receipt emailed? Please enter email address _____

Name On Card _____

Business Name (if applicable) _____

Address Affiliated with Card _____

Credit Card Number _____

Expiration Date _____ Security Code _____

ELECTRONIC CHECK PAYMENTS

There is no Service Fee for e-check payments.

E-checks may take up to 72 hours to process the payment.

Do you prefer the receipt emailed? Please enter email address _____

Name on Account _____

Business Name _____

Address Affiliated with Account _____

Bank Routing Number (number between the colon marks (:##:)) _____

Account Number _____

**RECEIPT WILL BE RETURNED WITH APPROVED PAYMENT.
THIS INFORMATION IS CONSIDERED CONFIDENTIAL AND WILL BE DESTROYED IMMEDIATELY AFTER
SUBMISSION.**

911 Address Request Process

Step 1 - Complete Application and Submit

Applicant completes “Request for 911 Address” and submits form to Cass County Planner via email at planning@casscountynd.gov. The “Request for 911 Address” form is available at the Auditor's Office of each local municipality, Cass County Planning Office, or Cass County website at <https://www.casscountynd.gov/our-county/planning/rural-addressing/rural-address-request-process/>



Step 2 - County Planner Review

County Planner reviews application to determine if Subdivision Plat application and public hearing are needed in tandem with 911 address request application. If a subdivision plat application is needed, the County Planner will contact the applicant to discuss further information.



Step 3 - Address Creation Process

County Planner sends application to Cass County Geographic Information Systems (GIS) Department to determine and create new address. If no subdivision process is needed, the application is deemed complete and a new address is assigned.



Step 4 - New Address Notification Process

The applicant, local municipality, county, township, USPS, emergency service providers, and corresponding agencies are notified of the new address assignment.



REQUEST FOR 911 ADDRESS

Planning Department, 1201 Main Avenue West, West Fargo, ND 58078
Grace Puppe, puppeg@casscountynd.gov Phone: 701-298-2375, Fax: 701-298-2395

APPLICANT

Name _____

Phone _____

Email Address _____

Property Type
 Agricultural
 Commercial
 Residential

Request Type
 New Address
 Address Correction

LANDOWNER OF RECORD

Name _____

Current Address _____ City/State/Zip _____

Mailing Name (If different from landowner) _____

Mailing Address _____ City/State/Zip _____

PROPERTY FOR WHICH 911 ADDRESS IS REQUESTED

Parcel ID _____ Subdivision (Plat) Name _____

Lot # _____ Block # _____ Section _____ Township _____ Range _____

Road/Highway Providing Access _____ What Side of the Road/Highway? N S E W

CERTIFICATION & SIGNATURE

After the County Planner assigns 911 addresses, the information in this application is forwarded to the United States Postal Service and the appropriate emergency service providers.

I hereby certify that the information in this application is correct and agree to abide by the regulations of the jurisdiction. I hereby attest that my application for this request is complete and that any incomplete information could delay the review process.

Owner Signature: _____ Date: _____

Representative Signature: _____ Date: _____

OFFICE USE ONLY			
Date Received			
Date Assigned			
Agency Notification	<input type="checkbox"/> Service Desk <input type="checkbox"/> GIS <input type="checkbox"/> MSAG Coordinator <input type="checkbox"/> USPS	<input type="checkbox"/> Senior Clerk, Auditor <input type="checkbox"/> Principal Clerk, Tax Equalization <input type="checkbox"/> Property Clerk, Recorder <input type="checkbox"/> Election Coordinator, Auditor	<input type="checkbox"/> City <input type="checkbox"/> Township

WEED MANAGEMENT PLAN



Weed Control Office
 1201 Main Avenue West
 West Fargo, ND 58078
www.casscountync.gov
 Phone: 701-298-2388
 Fax: 701-298-2396

Please Print or Type **Instructions:** Complete all questions and submit to the County Weed Officer. Any questions regarding specific site issues for controlling weeds may be addressed to the County Weed Officer or County Extension Agent at 701-241-5700.

Development Name	
Owner	
Address	
Contact Person	
Phone	
Development Site Location/Address (Section-Township-Range)	
Planned Weed Control Measure (check all that apply)	<input type="checkbox"/> Mowing <input type="checkbox"/> Tillage <input type="checkbox"/> Herbicide Spray <input type="checkbox"/> Other (describe)
Contractor Assigned Control Duties	
Contractor Name	
Contractor Phone	

 Applicant Signature

 Date

By signing above, the Applicant agrees to perform all work in accordance with the Cass County Weed Management Plan Ordinance and the North Dakota Noxious Weed Law, NDCC 4.1-47.

Weed Control. All landowners or operators of the land are required to control noxious weeds as per North Dakota Century Code chapter 4.1-47-02, "Each person shall do all things necessary and proper to control the spread of noxious weeds". All subdivision applications which involve grading, intensive vegetation clearing, excavation, and/or stockpiling of soil, clay fill, aggregate materials, or any such material stockpiles that will harbor and promote noxious and invasive weed growth shall provide a weed management plan. The following measures are effective in controlling the spread of noxious and invasive weeds:

1. Mowing weed growth prior to flowering;
2. Cultivating or burying plant material to kill weeds prior to flowering; or
3. Spraying appropriate herbicides prior to flowering, preferably when plants are small.

The following best management practices can be employed to make weed control measures easier to achieve:

1. Contour all stockpile materials so that weed control equipment can traverse and perform weed control measure of choice.
2. Monitor all areas of construction for weed growth including, i.e. equipment staging, roadways and other areas where topsoil is disturbed. Conduct appropriate control measures in a timely manner.
3. Monitor all undisturbed sites for weed growth, i.e. former cropland, pasture fields, wetlands, etc. Conduct appropriate control measures in a timely manner.
4. Monitor areas reseeded into permanent grass vegetation or trees for weed growth on a yearly basis. Conduct appropriate control measures in a timely manner.
5. Source all surface applied aggregate products from inspected and approved aggregate mining or stockpile operations that provide a Certificate of Compliance stating that noxious and invasive weeds are controlled.

Civil penalty: Failure to control noxious weeds on any area of the construction site, the landowner is subject to a civil penalty in an amount not to exceed eighty dollars per day for each day of violation, subject to a maximum penalty of four thousand dollars per year. Penalties imposed are a lien against the property of the landowner (N.D.C.C. 4.1-47-31).

Noxious weeds in North Dakota as listed in N.D.C.C. 7-06-01

Weeds declared noxious shall be confined to weeds that are difficult to control, easily spread, and injurious to public health, crops, livestock, land, or other property. The following weeds have been declared noxious within the state of North Dakota Century Code per chapter 4.1-47

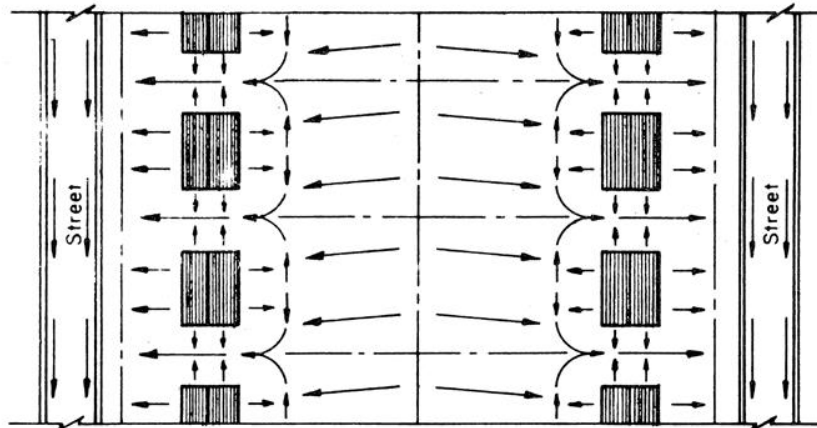
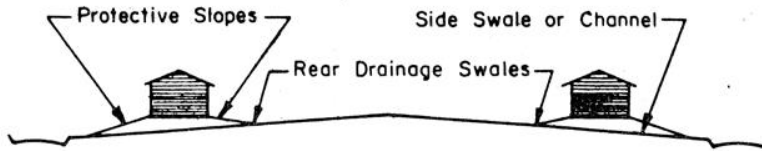
1. Absinth wormwood (*Artemisia absinthium* L.)
2. Canada thistle (*Cirsium arvense* (L.) Scop.)
3. Dalmatian toadflax (*Linaria genistifolia* spp. *damatica*)
4. Diffuse knapweed (*Centaurea diffusa* Lam.)
5. Houndstongue (*Cynoglossum officianale* L.)
6. Leafy spurge (*Euphorbia esula* L.)
7. Musk thistle (*Carduus nutans* L.)
8. Palmer amaranth (*Amaranthus palmeri*)
9. Purple loosestrife (*Lythrum salicaria* L., *Lythrum virgatum* L. and all cultivars)
10. Russian knapweed (*Centaurea repens* L.)
11. Saltcedar (*Tamarisk* ssp.)
12. Spotted knapweed (*Centaurea maculosa* Lam.)
13. Yellow toadflax (*Linaria vulgaris*)

Educational Resources can be located at www.casscountynnd.gov/county/Boards/Weed A Guide to North Dakota Noxious and Troublesome Weeds, Dr. Rodney G. Lym.

APPENDIX 15

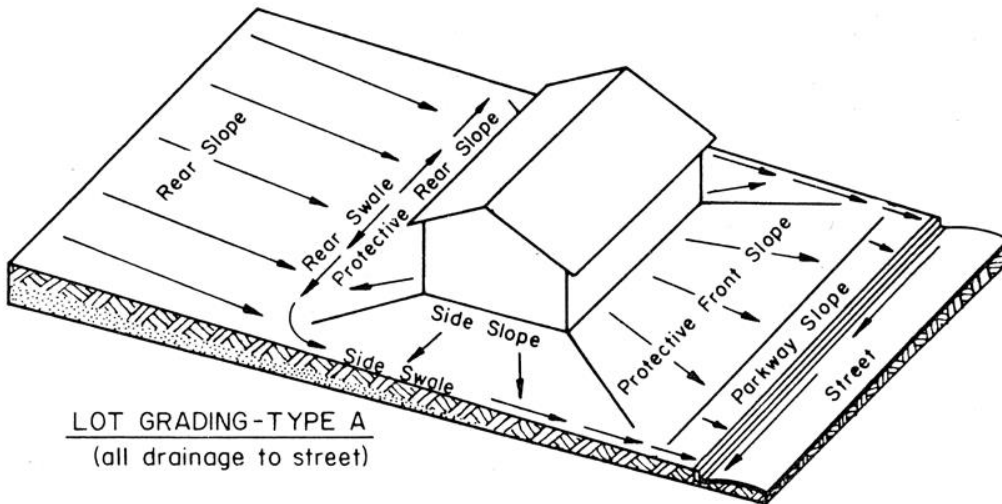
LOT GRADING PLAN EXAMPLES

LAND GRADING - URBAN AREAS



LOT GRADING - TYPE A

LOT GRADING - TYPE A



LOT GRADING - TYPE A
(all drainage to street)

EXAMPLE: BLOCK GRADING TYPE I

Ridge Along Rear Lot Lines

<p>REFERENCE "Minimum Property Standards for One and Two Living Units" HUD-FHA November 1966 FHA No. 300</p>	<p>IOWA</p>	
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Instructions for Completing the Deed Restriction Document

A Deed Restriction is required for all lots created through the subdivision process that are less than 40 acres in size. Except as noted in the exemptions below, no subdivision of land shall exceed one (1) buildable lot per quarter-quarter section (40 acres).

- A. If the development has followed the transfer of development rights pursuant to Section 308 of this Ordinance and in accordance with all other required provisions of this Ordinance; or
- B. If the subdivision will be built to full urban design standards and the strictest requirements outlined within Article VI of this Ordinance; including but not limited to paved roads with curb and gutter, a paved access road, municipal sewer system, public water supply system with functioning fire hydrants, storm water facilities, street lights, street trees, street signs, sidewalks, bike paths and park dedications.

The Deed Restriction shall limit any further residences, divisions, or nonagricultural development on such property except for the following provisions:

- A. At such time the Deed Restricted property is completely within the extraterritorial (ET) boundaries of an incorporated city of Cass County.
- B. The property is completely annexed by an incorporated city of Cass County.
- C. The subdivision will be built to full urban design standards and the strictest requirements outlined within Article VI of this Ordinance; including but not limited to paved roads with curb and gutter, a paved access road, municipal sewer system, public water supply system with functioning fire hydrants, storm water facilities, street lights, street trees, street signs, sidewalks, bike paths and park dedications.

How to fill out the Deed Restriction Document

*Please use blue ink pen.

1. Fill in the blanks for the date that the document is signed.
2. Fill in the Owner(s) legal name
3. In Section 4, provide the legal description of the property to be deed restricted.
 - a. DO NOT include portions of the lot being created.
 - b. Must be adjacent to the parcel that is being affected through platting of a subdivision.
 - c. Total land must equal 40 acres less the size of the lot created.
 - i. Example if creating a 10-acre lot
(40 acres – 10-acre lot = 30 acres to be deed restricted)
 - d. Can have a surveyed description with bearings for more complicated descriptions or use simple description. (example of simple description The Southwest Quarter of the Southwest Quarter of Section 2, Township 139 North, Range 49 West of the 5th Principal Meridian, Cass County, North Dakota. LESS name of subdivision that is being platted)
4. The owner must have their signature notarized.
5. Return the original signed copy of the Deed Restriction document to the Cass County Planner.
 - a. The County Planner will obtain the County Engineer's signature.

DEED RESTRICTION

Pursuant to Section 5.04 of the Cass County Subdivision Ordinance, this **DEED RESTRICTION** is entered into this ____ day of _____, 20__, by

Owner(s):

1. PURPOSE

The owner recognizes the following agreement is set forth to encourage orderly and economically-feasible growth, prevent new developments from creating economic strains on county residents, protect the county's valuable farmland and agricultural traditions and promote development that will more easily convert to an urban environment and implement the goals and objectives established by the most current Cass County Comprehensive Plan. The following agreement will promote small, truly rural developments that will mesh more easily with existing agricultural land and activities and will encourage larger urban style subdivisions to develop in the urban fringe and other areas with supportive infrastructure. Developments built beyond the density restriction will be constructed with full supportive urban infrastructure, ensuring developments that will more easily transition into an urban development upon annexation without extensive and costly infrastructure upgrades.

2. AGREEMENT

WHEREAS, for the granting of the division described herein pursuant to Section 5.04 of the Cass County Subdivision Ordinance, acknowledged herein as good and valuable consideration, the Owner(s) consent and agree to the filing of this **DEED RESTRICTION**, and understand that its effect will be to limit any further residences, divisions, or nonagricultural development on the restricted parcel described herein, except as may be permitted by Section 5.04 (g) of the Cass County Subdivision Ordinance and any amendment thereto:

1. This **DEED RESTRICTION** shall terminate at such time the deed restricted parcel is completely within the extraterritorial (ET) boundaries of an incorporated city of Cass County;
2. This **DEED RESTRICTION** shall terminate at such time the restricted parcel is completely annexed by an incorporated city of Cass County; or
3. Any further subdivision of the restricted parcel will conform to full urban design standards and the strictest requirements outlined within Section 6.05 of the Cass County Subdivision Ordinance, including, but not limited: paved roads with curb and gutter, a paved access road, municipal

sewer system, public water supply system with functioning fire hydrants, storm water facilities, streetlights, street trees, street signs, sidewalks, bike paths, and park dedications.

WHEREAS, this **DEED RESTRICTION** shall run with the land in perpetuity and be binding on all owners, successors, heirs, assigns, lessees, users, or parties having or acquiring any right, title, or interest in the restricted parcel herein described or any part thereof.

WHEREAS, the restricted parcel described herein meets the criteria established in Section 5.04 (e) of the Cass County Subdivision Ordinance.

WHEREAS, this **DEED RESTRICTION** shall expire at such time any of the exceptions under Section 5.04 (g) of the Cass County Subdivision Ordinance, and any amendment thereto, apply to the restricted parcel described herein. Upon the written request of any interested party, the Cass County Engineer is authorized to record an instrument with the Cass County Recorder, which declares such an exception applies to the restricted parcel described herein and the **DEED RESTRICTION** is expired.

3. VIOLATION OF DEED RESTRICTION

In the event of a violation of this **DEED RESTRICTION**, the penalties and remedies provided under North Dakota law shall apply. (NDCC 11-33.2-15)

4. LEGAL DESCRIPTION OF THE RESTRICTED PARCEL

Date: _____

Township: _____



Initial Township Subdivision Application Review

Please indicate if the application for a proposed subdivision meets the zoning and floodplain requirements of your township by initialing next to the response and providing comments.

Zoning Requirements

_____ Yes, the proposed subdivision meets the zoning requirements of _____ township.

_____ No, the proposed subdivision does not meet the zoning requirements of _____ township. Please explain how it does not meet the zoning requirements or if a variance may be issued.

Floodplain Requirements

_____ Yes, the proposed subdivision meets the floodplain requirements of _____ township.

_____ No, the proposed subdivision does not meet the floodplain requirements of _____ township. Please explain how it does not meet the floodplain requirements or if a variance may be issued.

Township Chairman Signature: _____

Township Chairman name printed: _____

VARIANCE APPLICATION



Cass County Planning Department
1201 Main Ave W
West Fargo, ND 58078
701-298-2375

FOR OFFICE USE ONLY

PC Meeting Date	
PC Meeting Decision	
CC Meeting Date	
CC Meeting Decision	

Please fill out the following information.

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____

Email: _____

APPLICANT (IF DIFFERENT THEN OWNER)

Name: _____

Address: _____

Phone: _____

Email: _____

SUBJECT PROPERTY

Legal Description: _____

Parcel ID Number: _____

Address: _____

Current Zoning Classification _____

Description of requested variance and applicable conditions/circumstances justifying request
(continue on separate sheet, if necessary):

Signature of Applicant

Print Name

Date