

Recording Approved Plat

Cass County Planning Office
1201 Main Avenue West
West Fargo, ND 58078



Phone: 701-298-2375
Fax: 701-298-2395
<http://www.casscountynnd.gov>

The following are the steps a subdivision applicant will need to follow to record an approved subdivision plat. The Plat must be mylar or an approved material and all signatures must be in black permanent ink, no ball point, and all stamps in black ink. The plat must have a black border with a one inch margin on the outside of the border. Space must also be made for the Auditor's seal and certification; as well as the Recorder's seal, label, and certificate.

1. **Owner** - All owners of the property and mortgage holder must sign the plat in front of a Notary Public.
2. **Surveyor** - The Registered Land Surveyor must sign and stamp the plat in front of a Notary Public.
3. **Township** - The Township Chair and Township Clerk must sign the plat.
4. **Planning Commission** - The Planning Commission Chair must sign the Plat.

*Ken Lougheed, Chair
17142 18 St SE
Gardner, ND 58036-9735
701.484.5247*

5. **Cass County Commission*** - The County Commission Chair and Auditor must sign the Plat.

*County Commission Chair
County Courthouse - Commission Office
211 9 St S
Fargo, North Dakota 58103
701.241.5720*

*Michael Montplaisir, Auditor
County Courthouse - Auditors Office
211 9 St S
Fargo, North Dakota 58103
701.241.5600*

*The applicant should submit the final mylar plat to the County Commission Secretary the Friday prior to the Commission's scheduled meeting to review the Plat. Time permitting; the Chair and Auditor will sign the Plat following the meeting.

*Heather Worden, Commission Secretary
County Courthouse - Commission Office
211 9 St S
Fargo, ND 58103
701.241.5609*

6. **County Engineer** - The County Engineer must sign and stamp the Plat.

*Jason Benson, Engineer
1201 Main Ave W
West Fargo, ND 58078
701.298.2370*

7. **Cass County Auditor** – A representative of the Auditor's office will sign the plat after it is recorded stating that the taxes have been paid.

*County Courthouse - Auditors Office
211 9 St S
Fargo, North Dakota 58103
701.241.5600*

Once the Applicant has obtained these signatures, the County Recorders Office can review the Plat for any errors. The original plat is then brought to the County Planner, where it is electronically recorded.

8. **Cass County Recorders Office** – The Recorder will sign and record the Plat. Any deed restriction should also be recorded at the same time.

*Jewel Spies, Recorder
County Courthouse - Recorders Office
211 9 St S
Fargo, North Dakota 58103
701.241.5620*