



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

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:

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

DATE

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)

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 PLANNING DEPARTMENT
 1201 WEST MAIN AVENUE, WEST FARGO, ND 58078
 FAX: 701-298-2395 PHONE: 701-298-2375

ELECTRONIC PAYMENT FORM

- * Complete and return with each subdivision application form.
- * A 2.65% service fee applies to credit card payments and \$1.50 for checks.
- * You will receive a receipt(s) with approved payment(s). This information is confidential and destroyed immediately after submission.

CONTACT INFORMATION

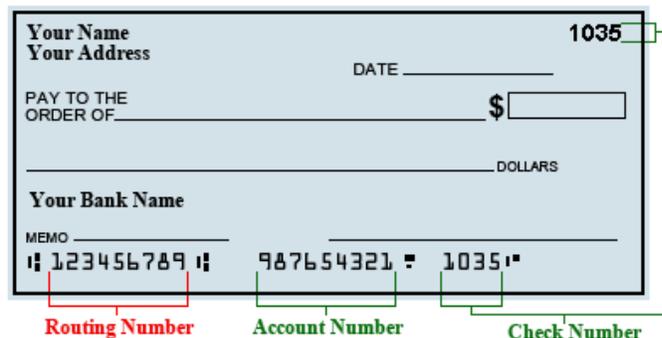
Subdivision Name:	
Phone number:	
Email address:	

CREDIT CARD PAYMENTS

Name on the card:	
Business name:	
Address affiliated with the card:	
Credit card number:	
Expiration date:	
Security code:	

ELECTRONIC CHECK PAYMENTS

Name on account:	
Is this a business account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business name:	
Address affiliated with the account:	
Routing Number:	
Account number:	



911 Address Request Process

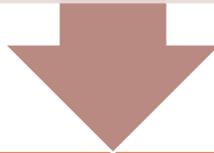
Step 1 - Complete Application and Submit

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

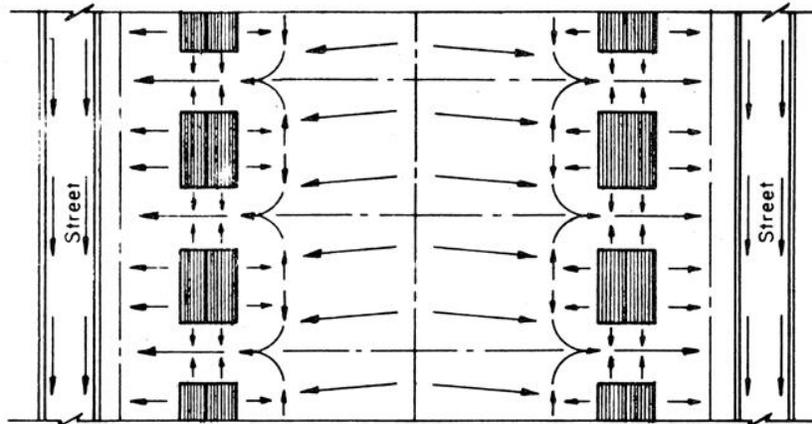
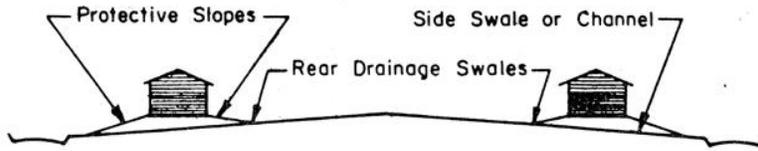
1. Absinth wormwood (*Artemisia absinthium* L.)
2. Canada thistle (*Cirsium arvense* (L.) Scop.)
3. Dalmatian toadflax (*Linaria genistifolia* spp. *damatica*)
4. Diffuse knapweed (*Centaurea diffusa* Lam.)
5. Houndstongue (*Cynoglossum officianale* L.)
6. Leafy spurge (*Euphorbia esula* L.)
7. Musk 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

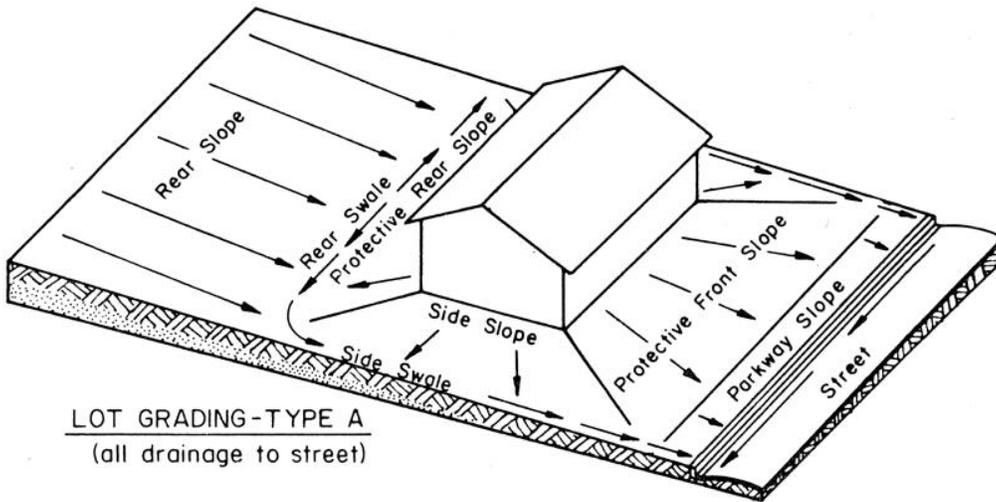
LOT GRADING PLAN EXAMPLES

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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