



COMMUNITY DEVELOPMENT DEPARTMENT  
215 PARK DRIVE EAST  
HORACE, NORTH DAKOTA 58047  
PHONE: 701.492-2972  
E-MAIL: [bvoigt@cityofhorace.com](mailto:bvoigt@cityofhorace.com)  
[www.cityofhorace.com](http://www.cityofhorace.com)

**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 AND ZONING:

## 4 BRIEF NARRATIVE DESCRIPTION OF REASON(S) FOR APPLICATION

## 5 EXISTING OR PROPOSED INFRASTRUCTURE TYPE

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

## 6 HIGHWAY ACCESS PERMITTING

**DOES PROPOSED SUBDIVISION ACCESS 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](mailto: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>)
- PARK BOARD RECOMMENDATION LETTER (PLEASE CONTACT WADE FRANK AT EITHER 218-790-2849 OR WFRANK@CITYOFHORACE.COM)
- MASTER PLAN DOCUMENT THAT COVERS ENTIRE CONTIGOUS AREA OWNED OR CONTROLLED BY THE SUBDIVIDER UP TO 80 ACRES
- DRAFT PLAT DOCUMENT
- DRAINAGE PLAN

## 8 SIGNATURE

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

### SUBDIVISION FEE SCHEDULE

- SUBDIVISION (1-4 LOTS): \$350.00 BASE FEE + \$20 PER LOT
- SUBDIVISION (5 OR MORE): \$600.00 BASE FEE + \$20 PER LOT

DATE FEE PAID:

**NOTE:** A NONREFUNDABLE FILING FEE MUST BE ACCOMPANIED WITH THE APPLICATION AT TIME OF SUBMITTAL MADE PAYABLE TO THE CITY OF HORACE.

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