



Planning and Zoning Department

PO BOX 1306 ▪ WILLISTON, ND 58802-1306

PHONE (701) 577-8104 ▪ FAX (701) 577-8880 ▪ TDD STATE RELAY ▪ 711

September 6, 2012

To: Applicants for Plats
RE: Updated Submission Requirements

PLEASE NOTE:

The Planning and Zoning Department of the City of Williston is modifying the submission requirements for all plat submittals.

For PRELIMINARY submittal of plat, we will now require:

- 1 paper copy of application
- 1 PDF of application
- 4 24"x36" paper copies of plat
- 1 PDF of plat

Subsequent to City Commission Approval of PRELIMINARY plat, we will require:

- 1 paper copy of Title Opinion
- 1 PDF copy of Title Opinion

For FINAL submittal of plat, we will now require:

- 1 paper copy of Development Agreement, Declaration of Easement, Hold Harmless Agreement or any other necessary documents
- 1 PDF of each of the above
- 4 24"x36" paper copies of plat
- 1 PDF of plat

For MYLAR submittal of plat, we will now require:

- 3 original Development Agreements, Declarations of Easement, Hold Harmless Agreements or any other necessary documents to be recorded
- 1 PDF of each of the above
- 3 24"x36" mylar copies of plat
- 1 PDF of final plat
- 1 .DWG file of final plat

Thanks for helping us go green!