Valley City Planning and Zoning

Plat / Replat Application

Plat/Replat Fee ($150 +$2 per lot). Recording Fee* (1-49 lots -- $30; 50 + lots -- $60).

Procedures and submission requirements can be found in the Valley City Municipal Code. Application and fees must be submitted as soon as possible in order to allow sufficient time for publication of required public hearing notices. The Planning and Zoning Commission generally meets and holds public hearings the 2nd Tuesday of every month at 4pm. Additional fees will be assessed if it is determined a meeting is needed to be held outside of regularly scheduled meeting dates. *Recording fee is refundable if plat/replat is denied. The signature of the applicant and owner(s) certifies that permission is granted by the owner to all authorized City personnel to enter the property for the purpose of review of this application. The applicant and owner further certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of applicant and owner's knowledge and belief.

Applicant Name:	Signature:
Mailing Address:	City, State, Zip:
Phone:	Email:

Each owner or owners of a parcel to be identified on the plat must complete this section OR submit a signed letter authorizing the applicant to proceed on behalf of the owner(s). You may attach additional copies of this page.

Owner Name:	Signature:	
Mailing Address:	City, State, Zip:	
Phone:	Email:	Parcel #:

Owner Name:	Signature:	
Mailing Address:	City, State, Zip:	
Phone:	Email:	Parcel #:

Owner Name:	Signature:	
Mailing Address:	City, State, Zip:	
Phone:	Email:	Parcel #:

Provide property description and a brief reason for the request:

VALLEY CITY USE ONLY:

Application and fees. Rec'd on date: _____ in the amount of $_____ Cash/Check

Application/Supporting documents deemed complete. Date: _____. Initials _____.

P&Z: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:
P&Z findings and recommendations sent to City Commission. Date: _____.

City Commission: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:

GUIDELINES FOR A PLAT OR REPLAT

1. The owners of all platted property to be included on the plat must sign the application.
2. Submit a separate zoning application if rezoning and/or variances are requested
3. Preliminary plats are reviewed by the City Planning and Zoning Commission at a public hearing after which recommendations are forwarded to the Board of City Commissioners
4. Final plats will not be considered by the Board of City Commissioners unless the plat has been submitted in its final form pursuant to Title 16 of the Valley City Municipal Code and in accordance with the recommendations of the Planning and Zoning Commission
5. All property owners must sign the final plat within 60 days following approval by the Board of City Commissioners.
6. Property taxes on every platted parcel must be current before the final plat can be recorded
7. If the City is unable to record the plat (for any reason outside of the City's control) within 60 days after approval from the City Commission, the plat is deemed null and void and will not be recorded
8. If improvements are required, the owner(s)/applicant(s) are required to enter into a Development Agreement with the City and provide guarantees of performance pursuant to V.C.M.C. § 16-01-07