

Online Guide for Subdividing Land

This information is provided as a guide to assist you in your preparation of your application for subdivision. It is also intended to explain the application process.

WHAT IS SUBDIVISION?

Subdivision is a process whereby parcels or “lots” are created for the construction of individual structures on individual pieces of property referred to as “parcels” or “lots”.

WHAT IS THE DIFFERENCE BETWEEN A MAJOR AND A MINOR SUBDIVISION?

One difference between a major and a minor subdivision is the number of lots. A minor subdivision creates five or fewer lots whereas a major subdivision creates six or more lots.

APPLICATION

Visit the Planning Office to determine if what you are proposing will require a minor or a major subdivision. Before an application for a subdivision proposal can be submitted, all owners of the property or a designated representative with power of attorneys from the property owners must attend a pre-application meeting with a planner. The owners must bring a preliminary sketch of the subdivision proposal. Pre-application meetings are held by appointment only. At the meeting, you will be given appropriate forms, advised of the processing time, materials and application fee that are needed. Any questions you have will be answered.

A formal application for subdivision approval will, at the least, require the preparation of a plat (site plan) which indicates the location and sizing of existing and proposed improvements including parcels, streets, utilities, easements, etc. It may prove to your benefit to hire a professional designer or surveyor to help you prepare this and the several copies that are required with your application. A major subdivision application requires the preparation of an environmental assessment.

WHAT IS THE APPLICATION PROCESS?

After the required pre-application meeting, the next step is to submit the application with any required documents and fee. The planner will visit the site, review your application for compliance with requirements of Zoning Ordinance, the Park County Comprehensive Plan, Subdivision Regulations and the Montana Subdivision and Platting Act.

A notice of Public Hearing or Public Meeting will be sent to property owners adjacent to the subject property. Major subdivisions hearings will be published in the paper. The hearings give citizens a chance to comment on the proposed subdivision.

The planner will then prepare a report on the subdivision for the appropriate planning board and present the report to the planning board at the planning board meeting.

The Planning Board considers the subdivision application material, the staff report and listens to public comment. If the Board decides it has enough information the application is declared complete. If the Board decides they do not have enough information they will request you come to the next scheduled planning board meeting with the information. After the application is declared complete, the Planning Board sends a recommendation of denial or approval to the County Commissioners.

The County Commissioners are the final decision making authorities for subdivision applications. The Commissioners will hold a meeting with the subdivision applicant. The Commissioners consider the recommendation of the Planning Board, the Planning Board report and citizen comment. The Commissioners then act on the application and reach a final decision.

If the Commissioners approve the application the subdivision applicant will receive an order from them listing the conditions that will have to be complied with in order to file a Final Plat. ***Once the application is approved, the real work on the subdivision begins.***

The applicant will have one year to complete the conditions and finalize the subdivision.

Park County has several zoning districts with different ordinances. Copies of the zoning ordinances are for sale in the Park County Planning Office. Copies are also available for public viewing in the Planning Office.

The Park County Comprehensive Plan and the Park County Subdivision Regulations are also for sale and available for public review.

The Park County Planning Office has maps of the Flood Plain areas in the county.