



## Subdivision Pre-Application Meeting Checklist; Element Checklist; Review Fees; and Agency Disclosure Information

SUBDIVISION NAME: \_\_\_\_\_

NUMBER OF LOTS CREATED: \_\_\_\_\_ PROCESS USED: \_\_\_\_\_

LEGAL DESCRIPTION: T\_\_\_\_\_, R\_\_\_\_\_, SECS\_\_\_\_\_, QTR SECS\_\_\_\_\_

APPLICANT(S) NAME: \_\_\_\_\_

SURVEYOR NAME: \_\_\_\_\_

ENGINEER NAME: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

### Pre-application Meeting Requirements

- \_\_\_ All property owners, subdividers or representatives with notarized Power of Attorney, and other representatives are at meeting.
- \_\_\_ Pre-application meeting materials containing the information required in the Park County Subdivision Regulations were provided by the subdivider to the subdivision administrator three (3) days prior to the pre-application meeting date.
- \_\_\_ All rights of first refusal, leases or life estates must be disclosed.

### General Information

- \_\_\_ First Minor subdivision (two to five lots)—35 day review period
- \_\_\_ Subsequent minor subdivision process (two to five lots)—60 day review period
- \_\_\_ Major subdivisions (six or more lots)—60 day review period
- \_\_\_ Preliminary plat and final plat procedures
- \_\_\_ Areas that will provide multiple spaces for recreational camping vehicles or mobile homes—land subdivisions created by rent or lease
- \_\_\_ Planned Unit Development (PUD)
- \_\_\_ Condominiums
- \_\_\_ Cluster Development

## Review Procedures

- \_\_\_ Subdivider shall submit two (2) copies of the preliminary plat to the subdivision administrator.
- \_\_\_ Element review process (five (5) days)
- \_\_\_ Sufficiency review process (fifteen (15) days)
- \_\_\_ Sixty (60) working day review period (Subsequent Minor / Major Subdivision)
- \_\_\_ Thirty Five (35) working day review period (First Minor Subdivision)
- \_\_\_ Subdivision Administrator Report; Findings and Conditions
- \_\_\_ Public Hearing/Meeting before the Park County Planning Board
- \_\_\_ Planning Board Report; findings and conditions
- \_\_\_ Public Hearing before the Park County Commission
- \_\_\_ Preliminary Plat Approval
- \_\_\_ Appeals Process
- \_\_\_ Conditions of Final Plat Approval
- \_\_\_ Final Plat Approval process

## Primary Review Criteria; Section 76-3-608, MCA

- \_\_\_ Effects on Agriculture
- \_\_\_ Effects on Agricultural Water User Facilities
- \_\_\_ Effects of Local Services
- \_\_\_ Effects on Wildlife and Wildlife Habitat
- \_\_\_ Effects on the Natural Environment
- \_\_\_ Effects on Public Health and Safety
- \_\_\_ Requirements of the Montana Subdivision and Platting Act (MSPA)
- \_\_\_ Uniform Standards for Monumentation
- \_\_\_ Park County Subdivision Regulations
- \_\_\_ Park County Growth Policy
- \_\_\_ Utility Easements
- \_\_\_ Legal and Physical Access
- \_\_\_ Requested Variance(s) (see section **XI-B-1.** of the Park County Subdivision Regulations)

## Chapter VI [General Design and Improvement Standards]

- \_\_\_ Conformance with Regulations
- \_\_\_ Natural Environment
- \_\_\_ Lands Unsuitable for Subdivision
- \_\_\_ Floodplain Provisions
- \_\_\_ Improvements Design
- \_\_\_ Lots
- \_\_\_ Blocks
- \_\_\_ Streets and Roads
- \_\_\_ Drainage Facilities
- \_\_\_ Water Supply Systems
- \_\_\_ Sewage Treatment Systems
- \_\_\_ Solid Waste
- \_\_\_ Utilities
- \_\_\_ Irrigation Easements
- \_\_\_ Disposition of Water Rights
- \_\_\_ Park Land Dedication—Cash in Lieu—Waivers—Administration

- \_\_\_ Fire Protection
- \_\_\_ High Fire Hazard Areas
- \_\_\_ Noxious Weeds

**Final Plat Requirements**

- \_\_\_ Final Plat Application and Review Procedures
- \_\_\_ 24.183.1107 Uniform Standards for Final Subdivision Plats (**Appendix A** of the Park County Subdivision Regulations)

**Additional Requirements**

- \_\_\_ **Section II-A-5.39 of the Park County Subdivision Regulations:** *Such additional relevant and reasonable information as identified by the subdivision administrator during the pre-application meeting that is pertinent to the required elements of this section.*

**Preliminary Plat Elements Checklist**

A preliminary plat submittal must include the following elements. Please refer to the *Park County Preliminary Plat Contents and Supplements* Handout for required element specifications.

For each item listed below, the Subdivision Administrator places a checkmark in **Column A** if the element is required in the preliminary plat application. The Subdivision Administrator places a checkmark in **Column B** if the element is Not Applicable (N/A) to the application. Any items deemed Not Applicable by the Subdivision Administrator must be explained in a narrative on the following page. Any items deemed “Not Applicable” by the applicant must be explained in a narrative provided as part of the preliminary plat application.

<b>Preliminary Plat Elements Checklist</b>		<b><u>Column A</u></b> Required	<b><u>Column B</u></b> N/A
<b>1</b>	A completed and signed Subdivision Application	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	The required review fee and fire review fee	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	A Preliminary Plat	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	A Vicinity Sketch	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	A Topographic Map	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	A Grading and Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	Certification of Adjoining Property Owner's List	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Preliminary Plans for all Public and Private Improvements	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	Overall Development Plan if development is in phases	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	Abstract of Title (or Title Report)	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Lienholders' acknowledgement of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>

12	Documentation of Legal and Physical Access	<input type="checkbox"/>	<input type="checkbox"/>
13	Documentation of Existing Easements, including those for Agricultural Water User Facilities	<input type="checkbox"/>	<input type="checkbox"/>
14	Existing Covenants and Deed Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
15	Existing Water Rights	<input type="checkbox"/>	<input type="checkbox"/>
16	Existing Mineral Rights	<input type="checkbox"/>	<input type="checkbox"/>
17	Three sets of adhesive labels with names and addresses of all Adjoining Property Owners	<input type="checkbox"/>	<input type="checkbox"/>
18	Proposed Road Plans and Profiles	<input type="checkbox"/>	<input type="checkbox"/>
19	Encroachment Permits from Montana Department of Transportation or the Local Jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>
20	Proposed Easements	<input type="checkbox"/>	<input type="checkbox"/>
21	Proposed Disposition of Water Rights	<input type="checkbox"/>	<input type="checkbox"/>
22	Proposed Disposition of Mineral Rights	<input type="checkbox"/>	<input type="checkbox"/>
23	Letter from Park County Health Department addressing Water Availability	<input type="checkbox"/>	<input type="checkbox"/>
24	Parkland Dedication Calculations	<input type="checkbox"/>	<input type="checkbox"/>
25	Environmental Assessment	<input type="checkbox"/>	<input type="checkbox"/>
26	Community Affect Report	<input type="checkbox"/>	<input type="checkbox"/>
27	Summary of Probable Affects	<input type="checkbox"/>	<input type="checkbox"/>
28	Transportation Impact Analysis or Transportation Plan	<input type="checkbox"/>	<input type="checkbox"/>
29	Fire Protection Plan, as well as whether or not the proposed subdivision is in the Wildland Urban Interface as may be identified by the United States Forest Service (USFS), the Montana Department of Natural Resources and Conservation, a local Fire Protection Authority (FPA), a local Growth Policy, or a Community Wildfire Protection Plan (CWPP)	<input type="checkbox"/>	<input type="checkbox"/>
30	Weed Management Plan and Re-vegetation Plan	<input type="checkbox"/>	<input type="checkbox"/>
31	Property Owners' Association Documents, including Draft Articles of Incorporation, Declaration of Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
32	Flood Insurance Rate Map (FIRM) or Federal Emergency Management Agency (FEMA) Panel Map and letter identifying floodplain status	<input type="checkbox"/>	<input type="checkbox"/>
33	Required Water and Sanitation Information	<input type="checkbox"/>	<input type="checkbox"/>
34	A form of Subdivision Improvements Agreement, if proposed	<input type="checkbox"/>	<input type="checkbox"/>
35	Letter requesting a Revocation of Agricultural Covenants	<input type="checkbox"/>	<input type="checkbox"/>

36	Letter indicating presence of Cultural or Historic Resources	<input type="checkbox"/>	<input type="checkbox"/>
37	Variance Request that complies with the provisions under section XI-B of these regulations	<input type="checkbox"/>	<input type="checkbox"/>
38	Re-Zoning Application or Approval	<input type="checkbox"/>	<input type="checkbox"/>
39	Flood Hazard Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
40	Permission from existing homeowners association, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
41	Letter identifying and proposing mitigation for potential Hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials	<input type="checkbox"/>	<input type="checkbox"/>
42	Such additional relevant and reasonable information as identified by the subdivision administrator during the pre-application meeting that is pertinent to the required elements of this section	<input type="checkbox"/>	<input type="checkbox"/>

“Not Applicable” Clarification: Any items deemed Not Applicable by the Subdivision Administrator shall be explained below:

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**Please Note:** In accordance with section III-A-6.B.6 and IV-A-8.B.6 of the Park County Subdivision Regulations, *“The governing body may assess all or a portion of the costs of employing outside expertise necessary to properly review a proposed subdivision to the subdivider.”*

**Agency Disclosure:**

Pursuant to Section 76-3-504(1)(q)(iii), MCA, a subdivider shall be provided a list of *public utilities, those agencies of local, state, and federal government, and any other entities that may be contacted for comment on the subdivision application and the timeframe that the public utilities, agencies, and other entities are given to respond.*

The following list of public utilities, local, state, and federal government agencies and other entities have a substantial interest in subdivisions proposed within Park County and may be contacted for comment on subdivision applications:

- Jurisdictional Fire Department or District
- Jurisdictional School District
- All Departments of Park County / City of Livingston
- Town of Clyde Park

- Ambulance Services
- Any subcontractor of listed entities
- United States Geological Survey (USGS)
- Bresnan Communications
- Department of Natural Resources and Conservation (DNRC)
- Federal Emergency Management Agency (FEMA)
- Park County Attorney
- Park County Clerk and Recorder
- Park County Sheriffs Department
- Park County Trails Committee
- Montana Department of Environmental Quality (MDEQ)
- Gardiner Water District
- FEMA
- Local Irrigation Districts
- United States Forest Service
- Army Corps of Engineers
- Utility Companies
- Airport Authority
- Railway Systems
- Jurisdictional conservation district
- Jurisdictional ditch rider
- Montana Department of Environmental Quality (MDEQ)
- Gallatin County
- Sweetgrass County
- Meagher County
- Yellowstone National Park
- Park Conservation District
- Natural Resources Conservation District
- Montana Historical Society
- Montana Department of Transportation (MDT)
- Montana Bureau of Mines and Geology
- Montana Agricultural Extension Service
- Bureau of Land Management (BLM)
- Montana Department of Fish, Wildlife and Parks
- Montana Natural Heritage Program
- Montana State Historic Preservation Office (SHPO)
- Montana State University Extensions Office
- National Park Service
- Natural Resources Conservation Service (NRCS)
- NorthWestern Energy
- Montana Department of Natural Resources and Conservation (MDNRC)
- Jurisdictional water and sewer district

Pursuant to Section 76-3-504(1)(q)(ii), MCA, the following list identifies sources of the rules and regulations that may apply to the subdivision review process:

- Park County Floodplain Regulations
- Park County Growth Policy
- Park County Subdivision Regulations
- Applicable Zoning Regulations
- Airport Affected Area Regulations
- Park County Trails Plan (if applicable)
- The Montana Subdivision and Platting Act and other Titles of Montana Code Annotated
- The Montana Subdivision in Sanitation Act

## Subdivision Review Fees:

The following fees are required to defray the costs of processing applications, reviewing plats and plat supplements, advertising, holding public hearings, and other expenses related to the subdivision review process.

<b>Minor Subdivisions</b>	
Preliminary Plat	\$1500 + \$150 per Lot/unit
Subsequent Minor Subdivisions	\$2100 + \$150 per Lot/unit
Final Plat	\$300
Request for Exemption from an Environmental Assessment	\$200

<b>Major Subdivisions</b>	
Preliminary Plat	\$4000 + \$150 per Lot/unit
Final Plat	\$900

<b>Other Divisions of Land</b>	
Mobile Homes or RV Parks	Same as Minor (if 5 lots /spaces/units or less) or Major
Mobile Homes or RV Parks Final Review Fee	\$300 for under 5 units, \$900 for over 5 units
Condominiums	Same as Minor (if 5 lots/units or less) or Major
Condominium Final Review Fee	\$300 for under 5 units, \$900 for over 5 units
Planned Unit Developments (PUD)	Same as Minor (if 5 lots/units or less) or Major
Planned Unit Development Final Review Fee	\$300 for under 5 units, \$900 for over 5 units

<b>Amended Plat</b>	\$1,300
<b>Amended Plat with Public Hearing</b>	\$1,500
<b>Subdivision Regulations, paper</b>	\$20 plus postage
<b>Subdivision Regulations, CD</b>	\$5 plus postage
<b>Fire Department or Service Review Fee</b>	\$100 per Lot/unit
<b>Weed Review Fee</b>	\$75 plus \$75 per Lot/unit
<b>Sanitarian Review for Sanitation and Water Availability</b>	\$675 per subdivision
<b>Road Supervisor Review Fee</b>	\$250 per subdivision

**ADDITIONAL COMMENTS:**

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**PRE-APPLICATION MEETING SIGNATURES**

We hereby certify, as the owner(s) or representative(s) of land/subdivision described here in as \_\_\_\_\_ that we have attended the required pre-application meeting held on \_\_\_\_\_, and had the above checked information explained by the subdivision administrator. We further state that we understand the subdivision review process will not begin unless this checklist is first completed and signed by all owners and/or representatives with legal Power of Attorney of the land to be subdivided, and submission all the proper applications and documents to the Park County Planning Office.

_____ Owner and/or Applicant	_____ Owner and/or Applicant	_____ Legal Representative
_____ Address	_____ Address	_____ Address
_____ Phone Number	_____ Phone Number	_____ Phone Number
_____ Email Address	_____ Email Address	_____ Email Address
_____ Surveyor	_____ Engineer	
_____ Surveyor Phone #	_____ Engineer Phone #	

\_\_\_\_\_  
Other authorized representative and their official title

\_\_\_\_\_  
Subdivision Administrator

Printed Names of those present at pre-application meeting

_____	_____	_____
_____	_____	_____