



Planning Department
414 East Callender Street, Livingston, MT 59047
Telephone 406.222.4102 Fax 406.222.4109
Email planning@parkcounty.org

Subdivision Final Plat Application

Date of Submittal _____
(Note: A complete Final Plat Application and all supplements must be submitted at least 30 working days prior to the approval expiration date in accordance with the final plat review procedures delineated in the Park County Subdivision Regulations)

Subdivision Name _____

Location (legal) _____

Name of Applicant _____

Name of Agents _____

Date of Preliminary Approval _____

Last Day of Governing Body Approval _____

Extension Date (if applicable) _____

Applicable Subdivision Regulations _____

Include Final Plat Fee of \$ _____ **Paid with Check Number** _____

Required Information:

1. A completed and signed Final Plat application form;
2. Final Plat review fee;
3. A statement from the applicant(s), applicant(s) agent or project surveyor or engineer describing how each condition of approval has been satisfied;
4. One 11" x 17" and one 18" x 24" or larger copies of the final plat, completed in accordance with the *Uniform Standards of Monumentation for Final Subdivision Plats*;
5. Title Report or updated abstract dated no less than 30 days prior to the date of submittal;
6. Improvements Agreement, if applicable;
7. Any homeowner association documents, including bylaws, covenants, and declarations and deeds to the homeowners association for common property;
8. Approval by the Department of Environmental Quality (DEQ) or approval by the Park County Health Department
9. Final Weed Management Plan/Agreement;
10. The final grading and drainage plan, including all road plans and profiles, state or local encroachment permits, and the Traffic Affect Analysis (if required);

11. Final Engineering Plans for public and private improvements (must be certified);
12. **Please Note:** Draft documents or any documents that have not been signed and notarized will not be considered by the Subdivision Administrator.

Review Procedures:

1. After a Final Plat Application is submitted along with the required review fee, the Subdivision Administrator will review the application to determine if the application is complete, contains all required supplements, and fulfills the conditions of final plat, as well as any other applicable subdivision regulations;
 - a. If the Final Plat Application is incomplete or missing any required information, the Subdivision Administrator will notify the applicant in writing and no further action will be taken.
 - b. The applicant(s) shall correct the deficiencies and provide the required information 30 days prior to the governing body approval expiration date;
 - c. If the applicant(s) fails to provide the required information 30 working days prior to the governing body approval expiration date, the preliminary plat approval will become null and void.
2. If the Final Plat Application is complete and all conditions of final plat and the subdivision regulation provisions have been met, the Final Plat Application will be submitted to the Park County Attorney’s Office for comment and review.
3. Following review from the County Attorney’s Office, the applicant(s) will be notified and required to submit the final Mylar copies of the subdivision plat for review.
4. Once the final Mylars are approved by the Subdivision Administrator, the applicant may then gather the appropriate signatures, pay the appropriate taxes, and submit the Final Plat and supplemental information to the Clerk and Recorder for Filing.

Please Note: All Final Plat Applications shall comply with the applicable provisions identified in the Park County Subdivision Regulations (*i.e.* section II-B of the 2009 *Park County Subdivision Regulations*). Any Final Plat applications that do not comply with the applicable provisions of this form or other subdivision regulation provisions will be denied and returned to the applicants.

By signing below, I acknowledge that I have read and understand all the information provided in this application form, as well as all other applicable provisions outlined in the relevant subdivision regulations. I attest that I have fulfilled all requirements of final plat and understand that failure to submit the required information identified in this application and the applicable subdivision regulations will result in an incomplete, and therefore denied, final plat application. I further attest that failure to submit a completed final plat application and all required supplements prior to the expiration of the governing body approval period will render my subdivision application null and void.

Applicant’s Signature

Date