

APPENDIX A

PLAN AND PLAT APPLICATION
INFORMATION AND REQUIREMENTS

A. Pre-Application Meeting. The subdivider shall submit the following at the pre-application meeting:

1. Sketch Map: The subdivider shall provide a sketch plan of the proposed subdivision for review and discussion. The sketch plan should be legibly drawn showing, in simple form, the layout of proposed development features in relation to existing site conditions. The sketch plan may be a freehand sketch made directly on a print of a topographic map. Approximate dimensions should be noted. The sketch plan should include pertinent information such as: approximate tract and lot boundaries, location of all easements, utilities, rights-of-way, parks and open spaces, and a description of general terrain, natural features, existing structures and improvements, and proposed public improvements.
2. Survey: A copy of the most recently filed survey(s) and any documents referenced on the survey.
3. Documents: A copy of any existing covenants (for subdivisions that are part of an existing area that already has covenants), a copy of any existing deed restrictions, and a copy of any existing easements (e.g., access, utility, conservation, irrigation, water, etc.)
4. Authorization of Designated Agent. If the owner(s) designate(s) an agent to represent the owner at the pre-application meeting, the agent must have a signed designation granting authority to represent the landowner for the purpose of subdividing the property.

Sample Authorization Form

I designate: _____ as my representative for purposes of this application.

Name, address, and telephone number of designated agent/representative:

Name of agent

Address (Street or P.O. Box, City, State, Zip Code)

Signature of Owner

Print Name of Owner

Address (Street or P.O. Box, City, State, Zip Code)

Phone #

(Date

- B. Subdivision Application and Preliminary Plat. The subdivider shall submit a completed Application for Subdivision Form, including all of the application materials specified on the application form, located in Appendix B.

Application requirements for the Preliminary Plat, Water and Sanitation, and Drainage Plan are included below.

C. Preliminary Plat

1. General

- a. Scale: The preliminary plat shall be legibly drawn at the horizontal scale of not less than two hundred (200) feet to the inch; and shall show boundaries, dimensions, distances and areas, unless specifically noted.
- b. Size: The plat shall be on one or more sheets of eighteen x twenty four inches (18" X 24") or twenty four inches by thirty six inches (24" X 36"). Copies will be folded to approximately eight and a half to nine by eleven inches (8.5" to 9" by 11").
- c. If the information is presented on more than one sheet, the additional sheets shall be paginated and each page shall reference the total number of pages (e.g., page 1 of 4).
- d. All surveying and engineering data shall be prepared under the supervision of a registered engineer or registered land surveyor as their respective licensing laws allow.

2. Contents. The preliminary plat shall include the following information.

- a. Subdivision information: Name and location of the subdivision, scale, scale bar, North arrow, date of preparation, lots and blocks (designated by number or letter), and the dimensions and area of each lot.
- b. Roads and Grades: All roads, alleys, highways, and easements and width of the rights-of-way, grades and curvature of each; existing and proposed road names, and proposed location of intersections for any subdivision requiring access to arterial or collector highways.
- c. Adjoining Subdivisions: The numbers and names of adjoining subdivisions and numbers of adjoining certificates of survey.
- d. Perimeter Survey: An approximate survey of the exterior boundaries of the proposed subdivision with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of a closing meander traverse shall be given.
- e. Section Corner: The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.

- f. Contours: Ground Contours shall be provided for the tract according to the following requirements:

Where the average slope is:	Contour intervals shall be:
Under 10%	2 or 2.5 feet
Between 10% and 15%	5 feet
Between 15% and 25%	10 feet
25% or greater	A reasonable contour for the lot sizes

- g. Phased Improvements: If the required improvements are to be completed in phases after the final plat is filed, the area and boundaries of each phase shall be shown on the preliminary plat. A schedule of the required improvements for each phase shall also be provided with the subdivision application.
- h. Existing Structures: Location of any existing structures, including buildings, railroads, power lines, high pressure gas lines, towers, and other improvements inside and within one hundred feet (100') of the proposed subdivision.
- i. Zoning: Zoning classification within the proposed subdivision and adjacent to it.
- j. Vicinity Map. A vicinity map showing the location of the proposed subdivision clearly outlined in relation to the nearest town, highway, or street system.
- k. Utilities. Existing and proposed utilities inside and within one hundred feet (100') of the proposed subdivision including:
- Location, size, and depth of sanitary storm sewers, water mains and gas lines or pipelines
 - Location of fire hydrants, fire fill sites, (e.g. pond or tank), electric lines, telephone lines, sewage and water treatment, and storage facilities.
- l. Easements. Locations and identify of all existing easements and rights-of-way of record and proposed public and private easements and rights-of-ways, including descriptions of their width and purpose.
- m. Geologic and Natural Features. Show the following areas:
- Slopes greater than 25%
 - Rock outcrops
 - Cliffs
 - Seasonal water ponding
 - Geologic faults
 - Timbered and/or wooded areas

- Natural water systems, such as perennial streams, rivers, watercourses, intermittent streams, lakes or wetlands (and indicate the names and sizes of each)
 - Man-made water systems, such as ponds, canals, ditches, reservoirs (and indicate names and sizes).
- n. Parks and Common Grounds. Approximate location, boundaries, dimensions, and areas of any parks, common grounds, or other grounds dedicated for public use.

D. Water and Sanitation

1. Contents: The subdivider shall submit the information listed in this section for proposed subdivisions that will include new water or wastewater facilities. The information shall include:
 - a. Vicinity Map: A vicinity map that shows:
 - i. The location within 100 feet outside the exterior property line of the subdivision and on the proposed lots, of:
 1. Floodplains;
 2. Surface water features;
 3. Springs;
 4. Irrigation ditches;
 5. Existing, previously approved, and , for parcels less than 20 acres, proposed water wells and wastewater treatment systems;
 6. For parcels less than 20 acres, mixing zones identified as required;
 7. The representative drainfield site used for the soil profile description as required;
 - ii. The location, within 500 feet outside of the exterior property line of the subdivision, of public water and sewer facilities.
 - b. A description of the proposed subdivision's water supply systems, storm water drainagesystems, solid waste disposal systems, and wastewater treatment systems, including whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public as those systems are defined in rules published by MDEQ;
 - c. A drawing of the conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet that shows all information required for a lot layout document in rules adopted by the MDEQ pursuant to 76-4-104, MCA;
 - d. Evidence of suitability for new onsite wastewater treatment systems that, at a minimum includes:

- i. A soil profile description from a representative drainfield site identified on the vicinity map, that complies with standards published by the MDEQ;
 - ii. Demonstration that the soil profile contains a minimum of 4 feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater system and a limiting layer; and
 - e. If the soil profile or other information indicates that ground water is within 7 feet of the natural ground surface, evidence must be provided that the ground water will not exceed the minimum vertical separation distance; For new water supply systems, unless cisterns are proposed, evidence of adequate water availability:
 - 1. Obtained from well logs or testing of onsite or nearby wells;
 - 2. Obtained from information contained in published hydrogeological reports; or
 - 3. As other wise specified by rules adopted by the MDEQ pursuant to 76-4-104, MCA;
 - f. Evidence of sufficient water quality in accordance with rules adopted by the MDEQ pursuant to 76-4-104, MCA; and
 - g. A preliminary analysis of potential impact to ground water quality from new wastewater treatment systems, using as guidance rules adopted by the board of environmental review pursuant to 75-5-301 and 75-5-303, MCA related to standard mixing zones for groundwater, source specific mixing zones, and non significant changes in water quality. The preliminary analysis may be based on currently available information and must consider the effects of overlapping mixing zones from proposed and existing wastewater treatment systems within and directly adjacent to the subdivision. Instead of performing the preliminary analysis required under this subsection (g.), the subdivider may perform a complete nondegradation analysis in the same manner as is required for an application that is reviewed under Title 76, chapter 4.
 - 2. Exclusion: A subdivider whose land division is excluded from review under 76-4-125(2), MCA is not required to submit the information required in this section.
 - 3. Additional Information: The Commission may not, through adoption of regulations, require water and sanitation information in addition to the information required under this section unless the Commission complies with the procedures provided in 76-3-511, MCA.
- E. Drainage Plan. The application will include the following:

Describe measures for the disposal of storm run-off from streets and roads within the subdivision.

Indicate the type of road surface proposed.

Describe facilities for stream or drainage crossing (e.g., culverts, bridges).

Describe how surface run-off will be drained or channeled from parcels.

A complete grading and drainage plan with accurate dimensions, courses and elevations, showing the proposed grades of roads and drainage improvements.

Indicate whether storm run-off will enter state waters and describe any proposed treatment measures.

Describe any existing or proposed streambank or shoreline alteration, and any proposed construction or modification of lake beds or stream channels. Provide information on location, extent, type, and purpose of alteration.

- F. Final Plat Application. A final subdivision plat may not be approved by the Subdivision Administrator, Commission, nor filed by the Clerk and Recorder unless all conditions of preliminary plat approval have been met. Plans and data shall be prepared under the direction of a registered surveyor. The final plat application shall include the following:
- a. Numbered and narrative response describing where and how each condition of preliminary approval was satisfied by the subdivider.
 - b. All certificates, with the exception of those of the Commission and Clerk and Recorder, shall be complied with, signed, and notarized. This shall include the Treasurer's Certification that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid.
 - c. A horizontal scale of not less than two hundred (200) feet to the inch, and the lengths of all lines shall be shown to at least tenths of a foot and all angles and bearings to at least the nearest minute.
 - d. Compliance with the requirements of the Uniform Standards for Final Subdivision Plats (See Appendix F).
 - e. Three (3) copies are required, being either a cloth back and Mylar or two Mylar copies (or equal thereof) of permanent quality and one paper copy. All copies must be complete including seals and signatures.
 - f. Whenever more than one sheet must be used to accurately portray the land subdivided, each sheet must show the number of that sheet and the total number of sheet included. All certifications shall be shown or referenced on one sheet.
 - g. The following original documents shall accompany the final plat as applicable. All documents shall be properly notarized or sealed where applicable.
 1. Certification by a licensed title abstractor showing the names of the owners of record of land to be subdivided and the names of any lien holders or claimants of record against the land.
 2. Covenants or notice of deed restrictions required by the Commission.

3. Certification by the MDEQ that it has approved the plans and specifications for sanitary, water, and storm water drainage facilities when required, and approval issued by the County Sanitarian.
4. Articles of Incorporation and the Bylaws for any Property Owners' Association.
5. Improvements agreement and financial security, if required improvements are to be installed after the filing of the final plat. (See Appendix G.)
6. Fire Protection Plan approved by the Fire Protection Authority with Jurisdiction.
7. Road Easements.
8. Conservation Easements.
9. Declaration of Unit Ownership (condominiums).
10. MDOT access or encroachment permits (copy only) for subdivision road access onto state highways.
11. Other access permits from other local or other governmental agencies.
12. Any applicable streambed, floodplain, streambank, and/or wetland permits required.

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