



GALLATIN COUNTY Subdivision Pre-Application

BASIC SUBDIVISION PROCESS STEPS

- Pre-Submittal Meeting with Subdivider, Engineer/Surveyor and Planning Staff
- Submittal of Pre-Application
- Submittal of Preliminary Plat Application
- Planning Board Meeting (if applicable)
- County Commission Hearing
- County Commission Decision with Conditions of Approval
- Findings of Fact Conclusion of Law and Order are signed by the County Commission
- Conditions of Approval are completed
- Submittal of Final Plat Application
- County Commission approves final plat
- Final plat and other required documents are filed with the County Clerk & Recorder

PRE-APPLICATION PROCESS

1. Subdivider hires a qualified professional.
2. Subdivider, professional and planner hold pre-submittal meeting.
3. Subdivider and professional submit a complete pre-application and six (2) copies along with the fee to the Planning Department. (if required)
4. Planner reviews complete pre-application.
5. Planner routes the application to other agencies.
6. Planner provides written response.
7. Subdivider and professional review the planner's written response and provide a written response and any necessary documentation to all items identified.
8. Subdivider and professional prepare all required information for the preliminary plat application.

TYPES OF SUBDIVISIONS

First Minor Subdivision

- Pursuant to 76-3-609, MCA , “ If the tract of record proposed to be subdivided has not been subdivided or created by a subdivision under this chapter or has not resulted from a tract of record that has had more than five parcels created from that tract of record under 76-3-201 or 76-3-207 since July 1, 1973, then the proposed subdivision is a first minor subdivision from a tract of record and, when legal and physical access to all lots is provided, must be reviewed” as a first minor. This includes all subdivision exemptions (Common Boundary Relocation, Aggregation, Family Transfer) and subdivisions.
- See Section 4 of the Gallatin County Subdivision Regulations for process and requirements.
- First minor subdivisions do not require parkland dedication or the preparation of an environmental assessment.

Subsequent Minor Subdivision

- Pursuant to §76-3-609(2) of M.C.A. as described above a subsequent minor subdivision is a division of five (5) or less lots that does not qualify as a first minor subdivision.
- Subsequent minor subdivisions fall under Section 3 of the Gallatin County Subdivision Regulations and are reviewed as a major subdivision, but does not require parkland dedication or the preparation of an environmental assessment.

Major Subdivision

- A major subdivision is a division of six (6) or more lots.
- See Section 3 of the Gallatin County Subdivision Regulations for process and requirements.



GALLATIN COUNTY Subdivision Pre-Application

1. Subdivision Name: _____

2. Date of Pre-Submittal Meeting: _____

3. Subdivision Type:

- First Minor Subdivision from a Tract of Record (Substantiated)
- Second or Subsequent Minor Subdivision From a Tract of Record
- Major Subdivision

4. Project Size: _____ Density (units/acre): _____

5. Type of Subdivision:

- | | |
|--|--|
| <input type="checkbox"/> Single-Family | Number of Lots: _____ |
| <input type="checkbox"/> Multi-Family | Number of Lots: _____ Number of Units: _____ |
| <input type="checkbox"/> Commercial/Industrial | Number of Lots: _____ |
| <input type="checkbox"/> RV Park | Number of Spaces: _____ |
| <input type="checkbox"/> Mobile Home Park | Number of Spaces: _____ |
| <input type="checkbox"/> Mobile Home Subdivision | Number of Lots: _____ |
| <input type="checkbox"/> Other: | _____ |

6. Condominium: Yes No Number of Lots: _____ Number of Units: _____

7. DOR #: 06 _____
(4) (2) (1) (2) (2) (4)

8. Project Location (Legal): _____

9. Project Location (Common): _____

10. Project Description: _____

11. Current Land Use: _____

12. Zoning District: _____ Zoning Designation: _____

13. School District: _____ Fire District: _____

14. Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

15. Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

16. Preparer/Agent Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

17. Surveyor/Engineer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

18. Please refer to the Gallatin County Subdivision Regulations Section 5.B for the specific requirements. Any item considered “non-applicable” must be explained in a narrative and any supporting information included.

19. Must provide the original, plus two (2) copies, of the application form and all required documentation.

20. Provide a single PDF of the complete application and supporting materials (no file greater than 20 MB).

21. This application must be signed by both the applicant and property owner (if different) before the submittal will be accepted.

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge.

Applicant's Signature

Date

Property Owner's Signature

Date

If property has multiple owners, please inquire with Planning Department for required signature(s).

DEPARTMENT USE ONLY

Application Complete

Date _____

Planning Staff Signature