



GALLATIN COUNTY

Preliminary Plat Subdivision Application

APPLICATION PROCESS

1. Subdivider hires a qualified professional to prepare the plat and application materials.
2. Subdivider and professional submit one (1) complete preliminary plat application and fee to the Planning Department for element review. To be submitted in a three ring binder with tabs separating sections.
3. Planning Staff will review the submitted application for element completeness within 5 working days.
4. Planning Staff will request the required number of complete application copies for sufficiency review and digital copy of the complete application.
5. Subdivider supplies required number of application copies. To be submitted in a three ring binder with tabs separating sections.
6. Planning Staff will review and route to other agencies the submitted application for sufficiency within 15 working days.
7. Planning Staff will schedule the applicable public meetings/hearings within the statutory time limits (35 working days for a minor, 60 working days for a subsequent minor or major and 85 working days for a major over 50 lots).
8. Planning Department publishes legal notice, and notifies adjoining property owners via first class mail (minor subdivision) or certified mail (subsequent minor or major subdivision).
9. Planner sends subdivider a copy of the staff report, with proposed conditions of approval.
10. Subdivider attends applicable public meeting(s)/hearing(s).
11. County Commission makes a decision to conditionally approve, deny or continue the subdivision.
12. Planner prepares the written findings of fact conclusions of law and order and schedules before the County Commission for final review and signature.
13. County Commission signs and approves the written findings of fact conclusions of law and order. Planner sends a signed copy to the subdivider.
14. Subdivider has up to three years to complete all the conditions of approval and apply for final plat approval, unless it is a phased subdivision.

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 Preliminary Plat Application

1. Subdivision Name: _____

2. Subdivision Type:

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

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

4. Type of Subdivision:

- Single-Family Number of Lots: _____
- Multi-Family Number of Lots: _____ Number of Units: _____
- Commercial/Industrial Number of Lots: _____
- RV Park Number of Spaces: _____
- Mobile Home Park Number of Spaces: _____
- Mobile Home Subdivision Number of Lots: _____
- Other: _____

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

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

7. Project Location (Legal): _____

8. Project Location (Common): _____

9. Project Description: _____

10. Current Land Use: _____

11. Zoning District: _____ Zoning Designation: _____

12. Fire District: _____ School District: _____

13. Property Owner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

14. Applicant Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

15. Preparer/Agent Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

16. Surveyor/Agent Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

17. A preliminary plat submittal must include specific topics and materials as listed in the Gallatin County Subdivision Regulations Section 5.C. Any item considered “non-applicable” must be explained in a narrative and any supporting information included. Only applications containing all required elements will be accepted for processing.

Elements Checklist Form

- ___ Pre-Application Information (Section 5.C.1)
- ___ Subdivision Preliminary Plat Application (Section 5.C.2)
- ___ Required Review Fee (Section 5.C.3)
- ___ First Minor Subdivision documentation (Section 5.C.4)
- ___ Adjoining Property Owners Certified List & Labels (Section 5.C.5)
- ___ Preliminary Plat 24”x36” (Section 5.C.6)
- ___ Subdivision Map 8½"x11" or 11"x17" sheet (Section 5.C.7)
- ___ Area/Vicinity Map (Section 5.C.8)
- ___ Topographic Map with Contours (Section 5.C.9)
- ___ Grading & Drainage Plan (Section 5.C.10)
- ___ Engineering Plan for Public & Private Improvements (Section 5.C.11)
- ___ Overall Development Plan for Phased Developments (Section 5.C.12)
- ___ Abstract of Title or Title Report (Section 5.C.13)
- ___ Lienholders’ Acknowledgement (Section 5.C.14)

- ___ Documentation of Legal & Physical Access (Section 5.C.15)
- ___ Documentation of Existing Easements (Section 5.C.16)
- ___ Proposed Easements (Section 5.C.17)
- ___ Existing Covenants & Deed Restricts (Section 5.C.18)
- ___ Description & Disposition of Water Rights (Section 5.C.19)
- ___ Description & Disposition of Mineral Rights (Section 5.C.20)
- ___ Parkland Dedication and/or Cash-in-Lieu (Section 5.C.21)
- ___ Summary of Probable Impacts & Proposed Mitigation (Section 5.C.22)
- ___ Environmental Assessment (Section 5.C.23)
- ___ Traffic Impact Study (Section 5.C.24)
- ___ Fire Protection Plan (Section 5.C.25)
- ___ Approved Noxious Weed Control & Re-vegetation Plan (Section 5.C.26)
- ___ Flood Hazard Evaluation and/or Flood Study (Section 5.C.27)
- ___ Watercourse Mitigation (Section 5.C.28)
- ___ Water Supply and/or Wastewater Facilities (Section 5.C.29)
- ___ Documentation of Zone Change (Section 5.C.30)
- ___ Variances (Section 5.C.31)
- ___ Waivers (Section 5.C.32)
- ___ Restrictive & Protective Covenants, Bylaws, & Articles of Incorporation (Section 5.C.33)
- ___ Maintenance Documents for Roads, Parkland, Etc. (Section 5.C.34)
- ___ Draft Public Improvements Agreement & Financial Guarantee (Section 5.C.35)
- ___ Water Right, Streambed, Streambank and/or Wetland Permits (Section 5.C.36)
- ___ Documentation of Withdrawn Preliminary Plat (Section 5.C.37)
- ___ Documentation of Water Conveyance Facilities Notice & Response (Section 5.C.38)
- ___ Documentation of Proposed Road Names (Section 5.C.39)
- ___ Phased Subdivision Documents (Section 5.C.40)
- ___ Draft Documents for Commonly Owned Property Transfer of Ownership (Section 5.C.41)
- ___ Documentation from Montana Sage Grouse Habitat Conservation Program (Section 5.C.42)

18. The Certified List of Adjacent Property Owners shall be prepared as follows:

- Prepare a certified list of the names, mailing addresses, and legal descriptions of each of the property owners adjacent to the affected property(s). “Adjacent” property owners include owners of parcels across public roads, streets, alleys, watercourses and other public ways, and the Montana Department of Transportation if the site is adjacent to a state highway.
- Mailing Labels. Prepare three sets of mailing labels for each adjoining property owner.*
- Please provide labels smaller than 1" x 2-5/8" (similar to Avery 5160 or 30 per sheet) so that they are the proper size for the certified mail.

*If the application is for a first minor subdivision only one set of labels is required and no certified mail fee is included.

19. Provide a single PDF of the complete application and supporting materials.

20. Satisfactory completion of the elements review by the Planning Staff is written confirmation to the Applicant that the application submittal contains the elements required by the Subdivision Regulations pursuant to Section 76-3-604(2)(a), MCA.

The completed and signed application is notification to the Applicant that the Planning Department may send copies of the submittal, and other correspondence pertaining to the application, to any of the agencies on the attached "Reviewing Agency List" for the purpose of obtaining their assistance in determining if the submittal elements contain detailed, supporting information sufficient to allow an adequate review pursuant to Section 76-3-604(2)(c), MCA.

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

Applicant's Printed Name

Applicant's Signature _____ *Date*

Property Owner's Printed Name

Property Owner's Signature _____ *Date*

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

DEPARTMENT USE ONLY	
Elements Reviewed	
Date _____	Sufficiency Deadline Date _____
Tentative Planning _____	Tentative County _____
Board Public Hearing _____	Commission Public _____
Date _____	Hearing Date _____
_____	_____
<i>Planning Staff Signature</i>	<i>Date</i>