

# AN INTRODUCTION TO THE SUBDIVISION REVIEW PROCESS



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**SERVING BILLINGS, BROADVIEW, AND YELLOWSTONE COUNTY**

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## **SUBDIVISIONS DEFINED**

Subdividing is the process of creating legally defined parcels of land. The Montana Subdivision and Platting Act (MSPA) defines a subdivision as follows:

“A division of land or land so divided that creates one or more parcels containing less than 160 acres that cannot be described as a one-quarter aliquot part of a United States government section, exclusive of public roadways, in order that the title or possession of the parcels may be sold or otherwise transferred and includes any re-subdivision a condominium. The term also means an area, regardless of its size, that provides or will provide multiple spaces for rent or lease on which recreational camping vehicles or mobile homes will be placed.” (76-3-103(15), Montana Code Annotated (MCA))

The creation of subdivisions is regulated by both the State of Montana and by local governments. State Law provides the enabling legislation for local government to adopt local regulations and defines basic public hearing requirements and review criteria. The local government regulations address the specific review processes, submittal requirements, and design standards.

## **THE SUBDIVISION REVIEW PROCESS**

The primary purpose for the review of subdivisions is to promote orderly and cost-effective growth within the community, protection of public health and safety, and mitigation of impacts to agriculture, wildlife, the environment, and surrounding properties. The Yellowstone County Board of Planning, through the City-County Planning Division, administers the subdivision regulations for both the City of Billings and Yellowstone County. The Planning Division staff coordinates the review of subdivisions by affected departments and agencies, and provides recommendations on all subdivision proposals. \*\*The City of Laurel and the Laurel Planning Jurisdiction is not under these regulations or administered by the Planning Division and has its own set of regulations and policies. Please contact the Laurel City Hall at 406-628-4796.\*\*

The subdivision review process is intended to address the provision of basic public services and facilities, and ensure that a subdivision has adequate legal and physical access (streets, roads, or easements), police and fire protection, water and sewage disposal facilities, and solid waste disposal. The review process also is designed to ensure that if a subdivision causes negative impacts to the area where it is proposed that those impacts are mitigated before the subdivision is approved. As such, all subdivision proposals must undergo review for the following criteria (76-3-608 (3), MCA):

1. The impact on agriculture, agricultural water user facilities, local services, the natural environment, wildlife, wildlife habitat, and public health and safety.
2. Compliance with:
  - a. survey requirements provided for in Part 4, Chapter 76, MCA.
  - b. local subdivision regulations.
  - c. local subdivision review procedure.
3. The provision of easements for the location and installation of any planned utilities, and

4. The provision of legal and physical access to each parcel within the subdivision and the required notation of that access on the applicable plat and any instrument of transfer concerning the parcel.

Improvements for all subdivisions with the exception of those qualifying for Expedited Review may include, but not be limited to paving the internal subdivision roads, dedication of land for rights-of-way, a Traffic Impact Study (TIS), stormwater detention/retention facilities, construction of emergency access roads and/or secondary accesses, and installation of dry hydrants for firefighting (County only). These standards are contained in the City and County Subdivision Regulations, which are available free online and for purchase at the Planning Division. Street requirements are contained in Section 23-406 of the City Regulations and Section 4.6 and Section 4.14 of the County Regulations. The following internet link will take you directly to the subdivision page for the City of Billings website, which contains regulations for the city and the county: <http://ci.billings.mt.us/index.asp?NID=520>

The subdivider is required to guarantee that public improvements are designed to the required city or county standards, constructed properly, and that future maintenance will be provided. This guarantee is provided in part by an agreement between the subdivider and the governing body called a Subdivision Improvements Agreement (SIA). An SIA is required for all subdivisions and outlines what improvements will be constructed, when they are to be constructed, and who will pay for the costs associated with the improvements.

All application and review process forms are attached to this handbook and a Subdivision Process Flowchart is found on page 11.

## **TYPES OF SUBDIVISIONS**

### **Minor Subdivision**

Minor subdivisions contain five (5) or fewer lots and provide all public improvements to serve the proposed lots as described and guaranteed by a Subdivision Improvements Agreement (SIA). To create a minor subdivision, an applicant must follow a two-part review process. The preliminary plat review period for a minor subdivision, as defined in state law, is 35-working days or less. This 35-working day time frame is from the formal submittal of a preliminary plat application (after the pre-application meeting is held) to the date of the local governing body's decision. A public hearing with the Board of Planning is not required for a minor plat, therefore the staff recommendation is provided directly to the appropriate governing body for action.

Minor preliminary plat applications are accepted by the Planning Division on the 1<sup>st</sup> or 15<sup>th</sup> of each month, unless these days fall on a weekend or holiday, in which case it is the next working day. Once a proposed subdivision receives preliminary approval, the applicant may prepare and submit the final plat and documents for review and approval.

### **Subsequent Minor Subdivision**

Subsequent minor subdivisions are those containing five (5) or fewer lots being created from a lot within an existing subdivision created since July 1, 1973, or from a tract in a Certificate of Survey that has had more than five (5) tracts created from it since July 1, 1973. They are also required to provide all public improvements to serve the proposed lots, as well as an SIA to guarantee them. Subsequent minor subdivisions in the county that contain three or more lots may be required to provide a parkland dedication in accordance with Chapter 10 of the Yellowstone County Subdivision Regulations.

In the city, a subsequent minor plat follows the same preliminary review process and timeline as a minor plat with a 35-working day or less review period.

Within the county, subsequent minor subdivisions are processed as major subdivisions and follow the 60-working day preliminary plat review period, as specified for major plats. Major preliminary plat applications are accepted by the Planning Division on the 1<sup>st</sup> day of each month, unless it falls on a weekend or holiday, in which case it is the next working day.

As with minor subdivisions, once a proposed subsequent minor subdivision receives preliminary approval, the applicant may prepare and submit the final plat and documents for review and approval.

### **Major Subdivision**

Major subdivisions contain six (6) or more lots and are required to provide the public improvements to service those lots. An SIA is required and in many cases land dedication or cash-in-lieu payment for parks is also required. Parkland dedication is determined by the criteria set forth by State Law, also included in the City and County Subdivision Regulations. The preliminary plat review period for major subdivisions as specified in state law, is 60-working days for subdivisions containing fewer than 50 lots and up to 80-working days for subdivisions

creating 50 or more lots. The 60 or 80-working day time frame is from the date of formal preliminary plat application submittal (after the pre-application meeting) to when the local governing body makes its decision.

All major preliminary plat proposals are brought to the Board of Planning for a public hearing (see below for Planning Board Public Hearing Procedure). The Board's recommendation is then forwarded to the appropriate governing body for action. Major preliminary plat applications are accepted by the Planning Division on the 1<sup>st</sup> day of every month, unless it falls on a weekend or holiday, in which case it is the next working day.

Once a proposed major subdivision receives preliminary approval, the applicant may prepare and submit the final plat and documents for review and approval.

#### *Yellowstone County Board of Planning Public Hearing Procedure*

1. Planning Staff Summarizes and Presents Recommendations
2. Applicant Presents Proposal
3. Open Hearing
4. Those In Favor Speak
5. Those Opposed Speak
6. Applicant Rebuts
7. Hearing Closed
8. Planning Board Discussion and Motion  
\*\* Neither applicant nor audience is permitted to speak during the Board's discussion period. Staff responds only to direct questions from Board members\*\*
9. The Planning Board votes to recommend to the governing body approval, conditional approval, or denial of the application.

#### **Recreational Vehicle, Mobile, and Manufactured Home Parks**

Developments creating multiple spaces for rent or lease for locating RVs, mobile, or manufactured homes are considered subdivisions (see definition on page 3), and therefore must be reviewed and approved by the applicable governing body. The type of review is determined based on the number of rental spaces being provided, for example, 2-5 spaces would merit a minor subdivision review, and 6+ spaces requires a major subdivision review.

Chapter 6 of the Subdivision Regulations outlines the design and development standards for RV, mobile, or manufactured home parks. Developments within the zoning jurisdiction must also follow all applicable requirements outlined in the Unified Zoning Code for Yellowstone County and the City of Billings.

#### **Subdivisions Qualifying for Expedited Review**

Subdivisions creating no more than two (2) lots that satisfy all of the following criteria may qualify for expedited review. The expedited review process allows a subdivider to go directly to final plat review after a pre-application meeting has been completed. Expedited subdivisions are still reviewed for compliance with local and state subdivision regulations and an SIA is required

for them. Please note also that right-of-way dedication may be required with subdivisions qualifying for expedited review.

### *Qualifying Criteria for Expedited Subdivisions*

1. The proposal meets the definition of a first minor subdivision from a tract of record; and
2. Legal and physical access to all lots is provided; and
3. No land in the subdivision will be dedicated to public use for parks or playgrounds; and
4. The plat has been approved by the Montana Department of Environmental Quality or County Environmental Health whenever approval is required, or the plat has been approved by the City of Billings Public Works Department for water, sanitary sewer and storm water facilities; and
5. No public improvements are required.

### **Condominiums and Townhomes**

**Definition of Condominium:** The ownership of single units with common elements located on property submitted to the provisions of 70-23-101, et seq., MCA. The term does not include a townhome or townhouse.

**Definition of Townhome/Townhouse:** Property that is owned subject to an arrangement under which persons own their own units and hold separate title to the land beneath their units, but under which they may jointly own the common areas and facilities (70-23-102(14), MCA).

All condominium, townhome, or townhouse developments are subdivisions subject to the terms of the local subdivision regulations and the MSPA, except those exempted by 76-3-203, MCA, as described below.

1. The approval of the original subdivision of land expressly contemplated the construction of the condominiums, townhomes, or townhouses, and any applicable park dedication requirements in 76-3-621, MCA are complied with; or
2. The condominium, townhome, or townhouse proposal is in conformance with applicable local zoning regulations when local zoning regulations are in effect.

All condominium or townhome developments that are not exempt from subdivision review are subject to the applicable procedures contained in the subdivision regulations --Article 23-300 (City) or Chapter 3 (County), or Article 23-600 (City) or Chapter 6 (County). The applicable subdivision procedure will be based on:

1. Whether a division of land is to be created.
2. The number of proposed units.
3. Whether the land is a first or subsequent minor subdivision.

## **SUBMITTING A SUBDIVISION FOR REVIEW**

### **Pre-Application Meeting**

A pre-application meeting with affected city and county departments is required for all subdivisions to discuss the conceptual layout of a proposed subdivision.

The purpose of the pre-application meeting is to freely and informally exchange information between the subdivider and staff and provide the subdivider with requirements of local and state subdivision regulations. A pre-application meeting must be requested no later than 20-working days and no earlier than 120 working days prior to the submittal of a preliminary plat application. To initiate a pre-application meeting, an applicant submits a completed meeting request (Attachment A), and a conceptual subdivision plan; recommended concept drawing contents and recommended supplemental documents for pre-application meetings are within Appendix C of the City and County Subdivision Regulations. The subdivider should submit 10 copies of the application and conceptual layout, as well as an electronic copy or 11x17 of the proposed layout and any other supporting general information to facilitate a constructive meeting. The objective is to identify opportunities and constraints and the need for changes or modifications, at a time when little, if any, expense has been incurred by the subdivider.

The Planning Division will schedule the pre-application meeting within 14 days of the request. Pre-application meetings are typically conducted on Thursday afternoons. There is a \$549.00 fee required for pre-application meetings within the city.

### **Pre-Application Completeness and Sufficiency Review**

After the pre-application meeting has occurred and the applicant has decided to move forward with a subdivision application, a pre-application ‘completeness and sufficiency’ review is required for all preliminary plat submittals. One (1) copy of the preliminary plat application, proposed plat, SIA, and supporting documents are required to be submitted to the Planning Division one (1) month prior to the actual submittal date of a preliminary plat application. A detailed listing of plat requirements and supporting documents that are required can be found in Appendices F and G of the Subdivision Regulations. During this month, the Planning Division will determine whether the application is sufficient for review and if the information provided is complete. After reviewing the submittal, the staff member reviewing the application will contact the subdivider or the representative to let them know the number of application packets necessary for formal submittal. This number can range from 15 to 30 copies, depending on the number of reviewing agencies.

### **Preliminary Plat Submittal and Review**

Once a preliminary plat submittal is deemed complete and sufficient, the applicant may submit for preliminary plat review at the next available deadline. The preliminary plat is reviewed by staff for compliance with all applicable laws and regulations of the state and local jurisdiction. In addition, all preliminary plats are reviewed for conformance with local plans such as the Growth Policy, Unified Zoning Regulations, Transportation Plan, Billings Area Bikeway and Trail Master Plan, and neighborhood or community plans.

During this stage of the process, all required improvements and guarantees are established. The Subdivision Improvements Agreement must specifically detail what public improvements are proposed, how they will be financed, and when they are to be constructed. In addition, future maintenance of such improvements must be addressed and any proposed phasing of development.

The review process for major and minor plats is somewhat different, although the appropriate governing body has the ultimate authority to approve, conditionally approve, or deny any subdivision proposal.

Preliminary plat approval is valid for a period of three (3) years from the date of preliminary plat approval, and after which may be extended for a period of time mutually agreeable between the subdivider and the governing body. Before expiration of the preliminary plat approval, the subdivider must meet any conditions of approval and submit the final plat and documents for review and final approval.

### **Variances**

A variance from the design standards required by the local subdivision regulations may be requested with a preliminary plat application with a written statement from the subdivider describing the facts of hardship upon which the request for a variance is based. The governing body shall not approve a variance unless the subdivider has demonstrated that the request satisfies the following findings:

1. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;
2. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, an undue hardship to the owner would result if the strict letter of the regulation was enforced;
3. The variance will not result in an increase in taxpayer burden;
4. The variance will not in any manner place the subdivision in nonconformance with any adopted zoning regulations or Growth Policy; and
5. The subdivider must prove that the alternative design is equally effective and the objectives of the improvements are satisfied.

A written analysis of the above findings must accompany a preliminary plat application along with the appropriate variance request fee. All variances requested shall be indicated within the SIA. Based on the hardship and information regarding the variance provided with the plat application, Planning staff, in consultation with affected departments, will make a recommendation of approval or denial of the variance to the governing body.

### **Final Plat Application**

Once a proposed subdivision has undergone preliminary plat review and has received approval or conditional approval from the governing body, a final plat must be reviewed. The final plat application represents the final stage of the subdivision review process (Attachment D). A checklist for final plats has been provided as Attachment E of this handout. A final plat application may be submitted at any time of the month.

There are two (2) steps in the final plat process:

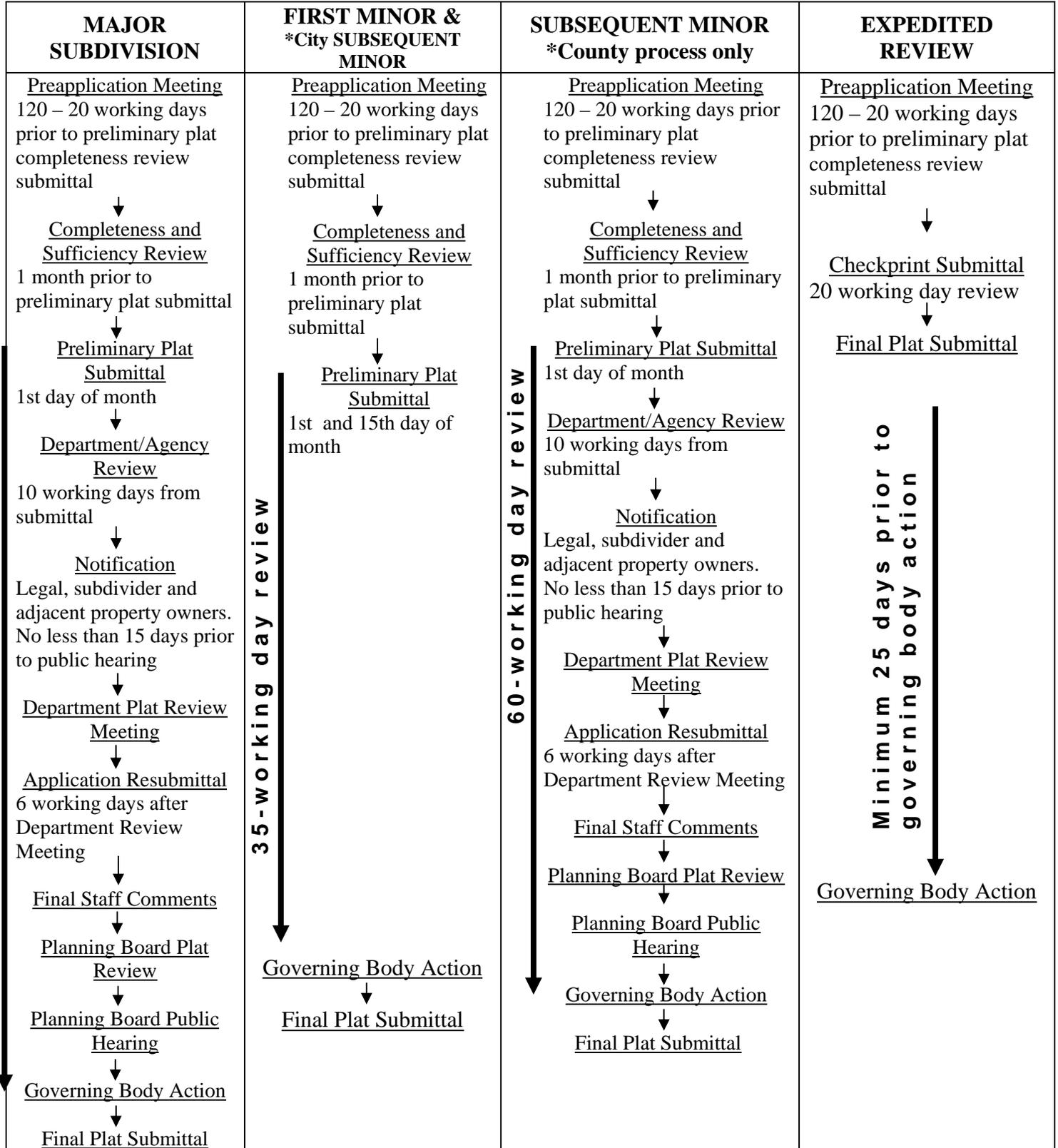
- ***Checkprint Submittal:***

- ⇒ Four (4) copies (7 copies for expedited plats) each of the final plat application, checkprint (paper copy of plat), SIA, and supporting documents are required. For city subdivisions, one (1) copy of the survey closure calculations is required.
- ⇒ The final plat submittal is reviewed for compliance with all applicable laws and regulations of the state and local jurisdiction. In addition, the final plat is reviewed for errors and omissions and to ensure compliance with any preliminary conditions of approval.
- ⇒ **The final plat application fee is due at submittal of the checkprint review.**
- ⇒ The checkprint is routed through the appropriate city or county departments and returned to the subdivider's engineer or surveyor for necessary corrections prior to the final mylar submittal.

- ***Final Mylar Submittal:***

- ⇒ Once any necessary corrections have been completed, a final plat application with two (2) signed mylars in the city and one (1) signed mylar in the county and all original signed supporting documents may be submitted.
- ⇒ A receipt from the County Treasurers' Office indicating that all current taxes have been paid on all parcels affected by the subdivision must also be submitted with the final documents.
- ⇒ The mylars are reviewed to ensure all documents are submitted in an acceptable format and routed for signatures.
- ⇒ To ensure city plats reach the City Council at the earliest possible Council meeting date, they must be submitted four (4) weeks in advance of the scheduled Council meeting.

## SUBDIVISION PROCESS FLOWCHART



**Attachment A**  
**REQUEST FOR PRE-APPLICATION MEETING**

Application Date: \_\_\_\_\_

Name of owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of subdivision (if known): \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Parcel Description**

Tax Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

General Location: \_\_\_\_\_

Property Size: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Lot Sizes: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Existing and Proposed Use: \_\_\_\_\_

\*\*This application shall be accompanied by 10 conceptual drawings and an electronic copy or 11x17 copy of the proposal at least one (1) week in advance of pre-application meetings, which are conducted on Thursday afternoons.

**\*\*\*A \$549.00 fee shall be submitted at the time of application for pre-application meetings in the City. There is no charge for pre-application meetings in the County.**

**Attachment B**  
PRELIMINARY PLAT APPLICATION

**Subdivision Name:** \_\_\_\_\_

**Date of Preapplication Meeting:** \_\_\_\_\_

**Type:** Major \_\_\_\_\_ First Minor \_\_\_\_\_ Subsequent Minor \_\_\_\_\_

**Tax Code:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

1/4 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**General Location:** \_\_\_\_\_

**Subdivider Information:**

Name (Include a list of officers, if corporation): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Plat Data:**

Gross Area: \_\_\_\_\_ Net Area: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Maximum Lot Size: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Surrounding Zoning:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

**Parkland Requirement:**

Land: \_\_\_\_\_ Acres: \_\_\_\_\_

Cash-in-lieu: \$ \_\_\_\_\_

**Variations Requested (list and attach Variance Request):**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Service Providers for Proposed Subdivision**

Gas: \_\_\_\_\_

Electric: \_\_\_\_\_

Telephone: \_\_\_\_\_

School (Elementary, Middle, High School): \_\_\_\_\_

Irrigation District: \_\_\_\_\_

Cable Television: \_\_\_\_\_

**List of Materials Submitted with Application**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Agent Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I declare that I am the owner of record of the above-described property, and have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, is true and correct.

---

**Owner of Record** **Date**

---

**Owner Under Contract** **Date**

*The submission of a preliminary plat application constitutes a grant of permission by the subdivider to enter the subject property (Sec. 23-109).*

**Attachment C**  
**PRELIMINARY PLAT REQUIREMENTS**

The following information is required for all preliminary plat submittals

**Submittal Copies**

_____	24"x36" plat and supplements (number of copies specified by staff)
_____	11"x17" plat and supplements (number of copies specified by staff)
<u>  1  </u>	Electronic copy of plat (in AutoCad ® or ArcInfo ® format) and supplements (a high quality scanned copy in .jpg or .pdf may suffice if other formats are unavailable)
<u>  1  </u>	Electronic copy of plat (in .jpg or .pdf format)

**Plat Contents:**

1. Subdivision name that does not duplicate an existing subdivision name
2. Legal description including quarter section, Township and Range
3. Owner, subdivider (if different from owner), engineer and surveyor
4. Date plat was prepared
5. North arrow and scale bar
6. Vicinity map of sufficient detail to locate the subdivision
7. Names and addresses of adjoining property owners
8. Names of adjoining subdivisions and certificates of survey
9. Location of all existing physical features on land adjacent to and within subdivision, including but not limited to:
  - Structures
  - Utilities
  - Irrigation facilities
  - Rock outcrops
  - Areas of 25% slope or greater
10. Locations and dimensions of:
  - Proposed streets and street names that do not duplicate existing street names
  - Sidewalks and/or pathways, trails
  - Alleys, internal private streets, driveways
  - Easements
  - Parkland
  - Street centerline curve radii

11. Proposed layout of:
  - Water distribution system
  - Sanitary sewer system
  - Storm drainage facilities
  - Location of nearest available utilities
12. Lot lines, lot numbers, lot areas and block numbers
13. Site data including:
  - Number of lots
  - Maximum lot area
  - Minimum lot area
  - Area of parkland
  - Linear feet of streets
  - Net and gross acreage of land to be subdivided
  - Existing and proposed zoning
  - Existing and proposed land use
14. Tentative finished grades of each street indicated by spot elevations
15. Location of streams, lakes, wetlands, floodplain boundaries, and land subject to flooding
16. In case of a subsequent subdivision, the subdivision superimposed on a copy of the existing plat
17. All plats shall be neatly drawn in a professional manner
18. All plats to be filed as an addition to the City shall be noted in title
19. Contour lines of not more than five (5) foot intervals; where lots are proposed on slopes 10% or less, contours must be shown at 2 foot intervals
20. Approximate location of all sections lines and corners pertinent to the proposed subdivision.

**Attachment D**  
**FINAL PLAT APPLICATION**

(\*\*The application fee is due at submittal of the checkprint review)

1. **Name of Subdivision** \_\_\_\_\_
2. **Tax ID #** \_\_\_\_\_
3. **Location**
  - a. Legal Description: \_\_\_\_\_  
¼ Section: \_\_\_\_\_  
Township: \_\_\_\_\_  
Range: \_\_\_\_\_
  - b. General location: \_\_\_\_\_
4. **Name, Address & Telephone Number of Subdivider**
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Telephone: \_\_\_\_\_
5. **Name, Address & Telephone Number of Owner**
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Telephone: \_\_\_\_\_
6. **Plat Data**
  - a. Gross area: \_\_\_\_\_
  - b. Net area: \_\_\_\_\_
  - c. Number of lots: \_\_\_\_\_
7. **Park Requirement**
  - a. Land: \_\_\_\_\_
  - b. Cash: \$ \_\_\_\_\_
8. **Date preliminary plat approved:** \_\_\_\_\_

9. **List of materials submitted with final application**

**Required:**

- a. Final Plat
- b. Subdivision Improvements Agreement
- c. Conditions of Approval
- d. Title Report
- e. Red lined check print (at mylar stage)
- f. Receipt from County Treasurer showing all taxes paid

10. **Deed restrictions or covenants?** Yes \_\_\_\_\_ No \_\_\_\_\_  
if yes, please attach copies.

11. **Name, address & telephone of professional consultant(s)**

**Surveyor/engineer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Attorney:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Address:** \_\_\_\_\_

I declare that I am the owner of record and that all the statements and information contained in all exhibits transmitted herewith are true and correct. I hereby apply for approval of the final plat of:

\_\_\_\_\_  
**Owner/Owners:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner/Owners)

\_\_\_\_\_  
**Owners under Contract:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owners under contract)

**Attachment E**  
**FINAL PLAT REVIEW CHECKLIST**

Subdivision Name \_\_\_\_\_  
Preliminary Approval Date \_\_\_\_\_  
Preliminary Expiration Date \_\_\_\_\_  
Final Review Submittal Date \_\_\_\_\_  
Final Approval Date \_\_\_\_\_

**CHECK LIST**

*Surveying Data*

- \_\_\_\_\_ Plat Size (24" x 36") (1 1/2 " Margin)
- \_\_\_\_\_ Vicinity Sketch
- \_\_\_\_\_ Date, North Point, Bar Scale
- \_\_\_\_\_ Name & Location of Subdivision
- \_\_\_\_\_ Names & Dimensions of Streets & Rights-of-Way
- \_\_\_\_\_ Location, Dimensions & Purpose of Easements
- \_\_\_\_\_ Lot Lines, Lot areas, Lot Numbers & Block Numbers
- \_\_\_\_\_ Location & Description of Monuments
- \_\_\_\_\_ Bearings, Distances & Curve Data of Property Lines
- \_\_\_\_\_ Sites for Parks, Open Space
- \_\_\_\_\_ Location and Easements for Dry Hydrants (County Only)
- \_\_\_\_\_ Location of all Section Corners, Section Lines & Legal Subdivision Corners of Sections

*Signature Blocks*

- \_\_\_\_\_ Certificate of Dedication and Notation of Cash-in-Lieu for Parks
- \_\_\_\_\_ Certificate of Survey with Legible notarizations and Licensed Surveyor stamps
- \_\_\_\_\_ All Owners' Signatures with Legible Notarizations
- \_\_\_\_\_ Notice of Planning Board Approval
- \_\_\_\_\_ Certificate of Approval- City Engineer (Errors and Omissions) (City Only)
- \_\_\_\_\_ Certificate of Approval- Governing Body
- \_\_\_\_\_ Certificate of Taxes Paid, Yellowstone County Treasurer
- \_\_\_\_\_ Certificate of Attorney
- \_\_\_\_\_ Certificate of RiverStone Health (if required)
- \_\_\_\_\_ Leinholder's Signature (or Consent to Platting Document)

*Required Accompanying Documents*

- \_\_\_\_\_ SIA & Waiver
- \_\_\_\_\_ Title Report
- \_\_\_\_\_ Consent to Platting (if required)
- \_\_\_\_\_ Land Appraisal for Parkland Using Method Contained in the Regulations (if paying cash-lieu)
- \_\_\_\_\_ Easement Documents for any Easements Created (Dry Hydrants, Roads, etc.)
- \_\_\_\_\_ Restrictions/Covenants
- \_\_\_\_\_ Weed Management Plan (County Only)
- \_\_\_\_\_ RiverStone Health Department Approval Letter
- \_\_\_\_\_ Completed Application for Creation or Expansion of an Existing Rural Special Improvement District (County Only)
- \_\_\_\_\_ Receipt of taxes paid from County Treasurer (at mylar stage only)

**Attachment F**

**EXPEDITED REVIEW FINAL PLAT APPLICATION**

(\*\*The application fee is due at submittal of the checkprint review).

1. **Name of Subdivision** \_\_\_\_\_
2. **Tax ID #** \_\_\_\_\_
3. **Location**
  - a. **Legal Description:** \_\_\_\_\_  
    ¼ Section: \_\_\_\_\_  
    Township: \_\_\_\_\_  
    Range: \_\_\_\_\_
  - c. **General location:** \_\_\_\_\_  
\_\_\_\_\_
4. **Name, Address & Telephone Number of Subdivider**
  - a. **Name:** \_\_\_\_\_
  - b. **Address:** \_\_\_\_\_
  - c. **Telephone:** \_\_\_\_\_
5. **Name, Address & Telephone Number of Owner**
  - a. **Name:** \_\_\_\_\_
  - b. **Address:** \_\_\_\_\_
  - c. **Telephone:** \_\_\_\_\_
6. **Plat Data**
  - a. **Gross area:** \_\_\_\_\_
  - b. **Net area:** \_\_\_\_\_
  - c. **Number of lots:** \_\_\_\_\_
7. **List of materials submitted with final application   Required:**
  - a. Final Plat
  - b. Subdivision Improvements Agreement and Waiver
  - c. Title Report
  - d. Red lined check print
  - e. Receipt from County Treasurer showing all taxes paid (at mylar stage)
8. **Deed restrictions or covenants?** Yes\_\_\_\_\_ No\_\_\_\_\_if yes, please attach copies.

9. Name, address & telephone of professional consultant(s)

**Surveyor/engineer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attorney:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am the owner of record and that all the statements and information contained in all exhibits transmitted herewith are true and correct. I hereby apply for approval of the final plat of:

\_\_\_\_\_  
**Owner/Owners:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner/Owners)

**Owners under Contract:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Owners under contract)

**Attachment G**  
**Planning Division Fees – City of Billings**

<b>City Planning Division Application Fees</b>		
<b>SUBDIVISION APPLICATION REVIEW FEES</b>		<b>Fees (Effective July 1, 2014)</b>
Pre-Application Meetings	(City Only)	\$549
Preliminary Major Plat	6 to 40 lots	\$2,849
	41 to 200 lots	\$4,978
	Over 200 lots	\$4,798
Preliminary Minor Plat		\$1,901
Preliminary Subsequent Minor Plat		\$1,901
Subdivision Variances (Processed with Subdivision Applications)	Residential	\$398
	Commercial	\$490
Final Major Plat (Fee at Check Print)	6 to 40 lots	\$1,350
	41 to 200 lots	\$2,229
	Over 200 lots	\$2,229
Final Minor Plat (Fee at Check Print)		\$1,234
Final Subsequent Minor Plat		\$1,234
Expedited Plat (Fee at Check Print)		\$1,158
Exempt Plat (Fee at Check Print)		\$200.00
Corrections or Vacations of Recorded Final subdivision plats or supporting documents		\$255
Corrections or Adjustments to Plats, Conditions, and supporting documents after preliminary plat approval		\$255
Minor Adjustments		\$255
Major Adjustments	Major subdivisions affecting:	
	6 to 40 lots	\$1,273.00
	41 to 200 lots	\$3,819
	Over 200 lots	\$5,092
	Minor subdivisions	\$509

## Planning Division Fees – Yellowstone County

<b>County Planning Application Fees</b> (Resolution 14-75)		
<b>SUBDIVISION APPLICATION REVIEW FEES</b>		<b>FY2016 Fees*</b>
Pre-Application Meetings**		\$375
Preliminary Major Plat (Preliminary Subsequent Minor Plats are also reviewed as major subdivisions based on number of lots. Subsequent Minor Plats less than 6 lots are reviewed at the lowest major plat fee of \$1,838)	6 to 40 lots	\$1,838
	41 to 200 lots	\$4,289
	Over 200 lots	\$4,289
Preliminary Minor Plat		\$674
Subdivision Variances (Processed with Subdivision Applications)	Residential	\$398
	Commercial	\$491
Final Major Plat (Fee at Check Print)	6 to 40 lots	\$491
	41 to 200 lots	\$735
	Over 200 lots	\$735
Final Minor Plat (Fee at Check Print)		\$306
Final Subsequent Minor Plat		\$306
Expedited Plat (Fee at Check Print)		\$491
Exempt Plat (Fee at Check Print)***		\$200
Corrections or Vacations of Recorded Final subdivision plats or supporting documents		\$245
Corrections or Adjustments to Plats, Conditions, and supporting documents after preliminary plat approval		\$245
Minor Adjustments		\$245
Major Adjustments	Major subdivisions affecting:	
	6 to 40 lots	\$1,225
	41 to 200 lots	\$3,676
	Over 200 lots	\$3,676
	Minor subdivisions	\$491
*Resolution passed on October 14, 2014 approved a 3.5% fee increase in FY2015 and a 3.5% fee increase for FY2016.		
**First pre-application meeting is free and charge for additional pre-application meetings on the same property and project.		
***Fee Set by State Law		

## Attachment H

### LOCAL GOVERNMENT CONTACTS

<b>City-County Planning Division</b>		
Robbin Bartley, Receptionist	247-8676	<a href="mailto:bartleyr@ci.billings.mt.us">bartleyr@ci.billings.mt.us</a>
Dave Green, Planner II	247-8666	<a href="mailto:greend@ci.billings.mt.us">greend@ci.billings.mt.us</a>
Tammy Deines, Planning Clerk	247-8610	<a href="mailto:deinest@ci.billings.mt.us">deinest@ci.billings.mt.us</a>
<b>City Legal Department</b>		
Denise Bohlman, Legal Secretary	657-8205	<a href="mailto:bohlmand@ci.billings.mt.us">bohlmand@ci.billings.mt.us</a>
<b>City Clerk</b>		
Billie Guenther, City Clerk	657-8210	<a href="mailto:guentherb@ci.bilings.mt.us">guentherb@ci.bilings.mt.us</a>
<b>City Public Works - Engineering Division</b>		
Tim Grant, City Surveyor	657-8240	<a href="mailto:grantt@ci.billings.mt.us">grantt@ci.billings.mt.us</a>
Chris Hertz, Engineer III	657-3095	<a href="mailto:hertzc@ci.billings.mt.us">hertzc@ci.billings.mt.us</a>
<b>City Public Works - Utilities Division</b>		
Joe Sheridan, Engineer I	657-8341	<a href="mailto:sheridanj@ci.billings.mt.us">sheridanj@ci.billings.mt.us</a>
<b>City Fire Department</b>		
Bill Tatum, Assistant Fire Marshal	657-8429	<a href="mailto:tatumb@ci.billings.mt.us">tatumb@ci.billings.mt.us</a>
<b>City Parks &amp; Recreation Department</b>		
Mark Jarvis, Park Planner	657-8367	<a href="mailto:jarvism@ci.billings.mt.us">jarvism@ci.billings.mt.us</a>
<b>County Public Works Department</b>		
Darin Swenson, Engineer/Floodplain Administrator	256-2735	<a href="mailto:dswenson@co.yellowstone.mt.gov">dswenson@co.yellowstone.mt.gov</a>
<b>RiverStone Health (City/County Health Dept.)</b>		
Adam Harris, Sanitarian	256-2770	<a href="mailto:adam.har@riverstonehealth.org">adam.har@riverstonehealth.org</a>
<b>County Parks Board</b>		
Cal Cumin, Park Board Administrator	690-1763	<a href="mailto:cumin@wtp.net">cumin@wtp.net</a>
<b>County Weed Department</b>		
Joe Lockwood	256-2708	<a href="mailto:jlockwood@co.yellowstone.mt.gov">jlockwood@co.yellowstone.mt.gov</a>
<b>County GIS/Addressing</b>		
Janelle Luppen	869-3553	<a href="mailto:jluppen@co.yellowstone.mt.gov">jluppen@co.yellowstone.mt.gov</a>
<b>County Clerk &amp; Recorder</b>		
Jeff Martin, Clerk & Recorder	256-2785	<a href="mailto:jmartin@co.yellowstone.mt.gov">jmartin@co.yellowstone.mt.gov</a>