



PO Box 1287 431 Quarry Road  
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## Pre-application Meeting Checklist

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

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

**General Location or Address:** \_\_\_\_\_

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

This checklist specifies items required for subdivision application, review, and approval. The subdivider or their authorized representative attending the preapplication meeting is required to sign this checklist acknowledging that all items were sufficiently explained by the subdivision administrator. Completing this meeting does not guarantee approval or conditional approval of the subdivision.

**Type of Subdivision:**

First Minor Subdivision (76-3-609, MCA) – five or fewer lots

Subsequent Minor Subdivision – five or fewer lots from tract that has been subdivided, created by subdivision, or had five or more parcels created through exemptions since 1972

Major Subdivision – six or more lots

Mobile Home or RV Park, Condominium – will be reviewed as a major or minor subdivision, depending on number of units

**Application Requirements:**

Preliminary Plat and Final Plat Applications Provided

Fee Schedule Provided

List of Utility Providers and Agencies that may be Contacted Provided

Design Standards (see Section IV of the Subdivision Regulations)

Application Supplements (see Section II-B of the Subdivision Regulations):

- Preliminary plat showing the information required in the Subdivision Regulations.
- Environmental Assessment (required for major subdivisions; not required for first or subsequent minor subdivisions).
- Summary of Probable Impacts and Community Impact Report.
- Grading and drainage plan.



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- Water and sanitation information.
- Water, mineral, and development right information
- Phased development plan, if the subdivision is proposed to be developed in phases.
- Draft subdivision improvements agreement.
- Subdivision Guarantee less than 45 days old.
- Traffic Impact Analysis, if required.
- Draft of any proposed covenants and homeowner's association documents.
- Documentation of planned and existing utility and access easements.
- Variance request, if applicable.
- Parkland dedication, if applicable.
- Weed management plan.
- Floodplain provisions, if applicable.
- Any other necessary information to support the application.

**Review Process:**

- Anticipated submittal timeframe. \_\_\_\_\_
- Element review: 5 working days.
- Sufficiency review: 15 working days.
- Minor Subdivisions: 35 working day review period.
- Major and Subsequent Minor Subdivisions: 60 working day review period (80 working days if more than 50 lots).
- Primary review criteria (76-3-608, MCA): impacts on agriculture, agricultural water user facilities, local services, the natural environment, wildlife, wildlife habitat, and public health and safety; compliance with survey requirements, the subdivision regulations, and adopted subdivision review procedure; the provision of easements for utilities; the provision of legal and physical access to each parcel within the proposed subdivision.
- Public hearing required for major and subsequent minor subdivisions; public meeting for minor subdivisions.
- The County Planning Board meets the first Wednesday of every month; the City-County Planning Board meets the fourth Tuesday of every month.
- Planning Board provides recommendation to governing body (either County Commissioners or Columbus City Council).
- Governing body approves, approves with conditions, or denies the subdivision within the review period.
- Appeal process to District Court.

**Final Plat:**

- All conditions must be met prior to filing the final plat



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[ ] 20 working day review of final plat application; 20 working days for governing body to approve/deny final plat.

[ ] Required items at final plat:

- Notarized signatures of all owners of land to be subdivided
- Consent to subdivide from all lien holders of record
- Certification of dedication of public improvements, if required.
- Subdivision guarantee not more than 45 days old.
- Subdivision improvements agreement.
- DEQ approval
- County Sanitarian approval.
- Final copies of any covenants
- Final copies of any homeowners' association documents.
- Copies of final plans, profiles, grades, and specifications for installed improvements.
- Certification of completion of improvements by a licensed engineer, if required.
- Copies of state or county approach permits.
- Evidence that all payable taxes have been paid.
- Any other items required as a condition of final plat.

Signatures:

Applicant: \_\_\_\_\_

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

Subdivision Administrator: \_\_\_\_\_

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