

Section II – Part B Preliminary Plat Application and Fee



GALLATIN COUNTY

Subdivision Preliminary Plat Application and Elements Checklist

1. Applicant Name _____ Date _____
2. Subdivision Name _____
3. Subdivision Type First Minor Subdivision from a Tract of Record (substantiated)
 First Minor Subdivision from a Tract of Record with a Variance
 Second or Subsequent Minor Subdivision from a Tract of Record
 Major Subdivision
4. Total Number of Lots _____ Total Acreage _____
5. Type of Development: Single-Family Multi-Family
 Condominium Commercial/Industrial
 Other _____
6. Assessor Parcel# **R** _____
 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 _____ Phone _____
 City _____ State _____ Zip _____
 Email _____
14. Applicant Name _____
 Address _____ Phone _____
 City _____ State _____ Zip _____
 Email _____

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

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

17. Preliminary Plat Requirements *(a check mark indicates item included)*

The plat is on one or more sheets of twenty-four (24) inches by thirty-six (36) inches. Each plat must be folded into 8 1/2" x 11" or 8 1/2" x 14" format.

The plat is drawn at a horizontal scale of not less than two hundred (200) feet to the inch.

A title block indicating the proposed name, quarter-section, township, range, principle meridian, and county of subdivision.

Scale and north arrow.

Date of preparation.

An approximate survey of the exterior boundaries of the platted tract with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular body of water, such as a shoreline or river, the bearings and distances of a closing meander traverse shall be given.

The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.

Ground contours for the tract according to the following requirements:

<u>Where the slope is:</u>	<u>Contour shall be:</u>
under 10%	→ 2 feet (or 5 feet if all lots are over one acre in size)
between 10% and 15%	→ 5 feet
between 15% and 25%	→ 10 feet
25% or greater	→ a reasonable contour for the lot sizes

Phase boundaries.

Names of adjoining subdivisions and numbers of adjoining certificates of survey.

Names of record owners of lots and tracts adjoining the proposed subdivision.

Location, name, width and owner of existing roads and easements within the proposed subdivision and within adjacent subdivisions and tracts.

Location of any existing structures, buildings, railroads, power lines, towers, and improvements inside and adjacent to the proposed subdivision.

Zoning classification within the proposed subdivision and adjacent to it.

Location of existing and proposed sewer, water, and storm water lines within the proposed subdivision and adjacent to it.

Location of existing and proposed fire hydrants, power lines, telephone lines, and sewage treatment facilities, within the proposed subdivision and adjacent.

Subdivision blocks, tracts, lots, lot numbers, lot dimensions, and areas for each.

Proposed road locations, names, right-of-way widths, grades and curvatures.

Proposed locations of intersections with arterial, collector roads and highways.

Easement locations, width, and purpose.

Sites to be dedicated or reserved as park, common open space; with boundaries, dimensions, and areas.

Sites for commercial centers, churches, schools, industrial areas, condominiums, mobile home parks, and uses other than single-family.

Water courses, floodplain, irrigation ditches, surface water features, wetlands.

18. Elements Checklist

A preliminary plat submittal must include the following elements. Please refer to the Gallatin County Subdivision Regulations for specific requirements.

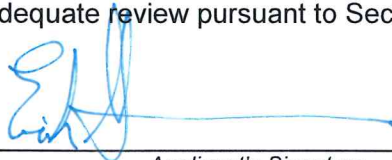
For each item listed below, the Applicant places a checkmark in **Column A** to indicate the required element is included in the submittal. Any item considered “non applicable” and marked in **Column N/A** must be explained in a narrative and attached to this form. **Column S** is for Planning Staff to verify required elements have been submitted. Planning Staff will review the elements checklist with the Applicant at the time the application is presented to the Planning Department. Only applications containing all required elements will be accepted for processing

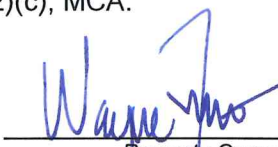
Required Elements of Preliminary Plat Application Submittal		A	S	N/A
1.	Completed application with original signatures and required fee.			
2.	Required copies of the application and all supplemental material bound in sets ready for distribution. (24 copies for the Planning Board's jurisdiction, 13 copies outside the Planning Board's jurisdiction.)			
3.	Names of adjoining subdivisions and numbers of adjoining certificates of survey.			
4.	Preliminary plat that is legibly drawn and complete (See #18 above).			
5.	Area/Vicinity Map showing all adjacent sections of land, subdivisions, certificates of survey, and roads.			
6.	Map of entire subdivision on either an 8½-inch x 11-inch or 11-inch x 17-inch sheet.			
7.	Environmental Assessment (Subdivision Regulations, Section 9.C).			
8.	Summary of Probable Impacts (Subdivision Regulations, Section 9.E).			
9.	Community Impacts (Subdivision Regulations, Section 9.F).			
10.	Flood Hazard Evaluation (Subdivision Regulations, Section 10 and Appendix G).			
11.	Variance request(s) as an attached written statement describing the facts of the hardship and required fee.			
12.	Certified list of adjoining property owners, their current mailing address and property legal description.			
13.	Draft copy of the Covenants, Restrictions and Articles of Incorporation for the Property Owners' Association.			
14.	Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of way or driveways intersect State, County, or City highways, streets or roads.			
15.	A letter of approval from the Commission or other appropriate authority where a zoning change is necessary.			
16.	Draft of appropriate certificates (Subdivision Regulations, Appendix A).			

		A	S	N/A
17.	A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based.			✓
18.	Provision for maintenance of all streets (including emergency access), parks, and other required improvements.	✓		
19.	Draft public improvements agreement and guarantee that describes the improvements, the justification for the request, and proposed timing or completion date of the improvements.			✓
20.	Profile sheets for street grades greater than 5 percent.			✓
21.	A Noxious Weed Management and Revegetation Plan approved by the Weed Control District.	✓		
22.	A letter from the appropriate fire district or fire service area setting forth the fire protection required for the proposed subdivision.	✓		
23.	Beneficial Water Use Permit (Water Rights Bureau, DNRC) if subdivision proposes to develop a well or groundwater spring with use greater than 35 gallons per minute or 10 acre-feet per year.			✓
24.	A list of all required streambed, streambank or wetland permits or a letter from the appropriate agency that a permit is not required. (Subdivision Regulations, Section 5.13)			✓
25.	As a separate section within the preliminary plat application, provide all required water and sanitation information. (Subdivision Regulations Section 5E. 30. a. through g.)	✓		

19. Satisfactory completion of the elements checklist 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 checklist is also 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.


 Applicant's Signature
 3.5.15
 Date


 Property Owner's Signature
 3.5.2015
 Date

Element Review Department Use Only	
Elements Reviewed Date _____	Sufficiency Deadline Date _____
Tentative Planning Board Public Hearing Date _____	Tentative County Commission Public Hearing Date _____
Planning Staff Signature _____	Date _____

THE VILLAGE AT AMSTERDAM

MAJOR SUBDIVISION PRELIMINARY PLAT

CHECKLIST NARRATIVE

Checklist Narrative (response to items checked N/A on the required preliminary plat element checklist):

Item #11: Variance request(s) as an attached written statement describing the facts of the hardship and required fee.

Response: No variances have been identified or requested as part of this subdivision application.

Item #14: Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of-way or driveways intersect State, County, or City highways, streets or roads.

Response: A Traffic Impact Study analyzing the proposed street intersections with Amsterdam and Churchill Road, (as well as the existing Amsterdam and Churchill Road intersection), has been submitted as part of the application materials. Actual encroachment permits will be obtained following preliminary plat review and approval.

Item #15: A letter of approval from the Commission or other appropriate authority where a zoning change is necessary.

Response: N/A as there is no zoning governing the subject property.

Item #17: A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based.

Response: No variances have been identified or requested as part of this subdivision application.

Item #19: Draft public improvements agreement and guarantee that describes the improvements, the justification for the request, and proposed timing or completion date of the improvements.

Response: A subdivision improvements agreement is not proposed at this time. Subdivision improvements may be constructed prior to final plat approval.

Item #20: Profile sheets for street grades greater than 5 percent.

Response: N/A as there are no proposed street grades exceeding five (5) percent.

Item #23: Beneficial Water Use Permit (Water Rights Bureau, DNRC) if subdivision proposes to develop a well or groundwater spring with use greater than 35 gallons per minute or 10 acre feet per year.

Response: The beneficial water use permit will be submitted following the drilling of the well by the licensed driller in accordance with DNRC requirements.

Item #24: A list of all required streambed, streambank or wetland permits or a letter from the appropriate agency that a permit is not required.

Response: N/A as there are not streams or wetlands located on the subject property or which would be affected by the proposed subdivision.

THE VILLAGE AT AMSTERDAM

MAJOR SUBDIVISION PRELIMINARY PLAT

APPLICATION FEE

Planning Department Fee: $\$1,125 + \$40 \text{ per unit } (\$40 \times 60) = \$3,525.00$

Certified Mail Fee: $\$12 \text{ per address } (\$12 \times 47) = \$564.00$

Fire Protection Review Fee: $\$500 + \$10 \text{ per unit } (\$10 \times 60) = \$1,100.00$

Total: $\$3,525.00 + \$564.00 + \$1,100.00 = \$5,189.00$