



GALLATIN COUNTY

Phased Subdivision Preliminary Plat Notice Of Commencement Application

APPLICATION PROCESS

1. Subdivider hires a qualified professional to prepare the application materials.
2. Subdivider and professional submit one (1) complete commencement application, eight (8) copies, the digital copy, and the fee to the Planning Department. To be submitted in a three ring binders with tabs separating sections.
3. Planner reviews the application for completeness.
4. Planning Staff will schedule the public hearing-within the statutory time limit of 30 working days once the application has been deemed complete.
5. Planning Department publishes legal notice, and notifies adjoining property owners via certified mail.
6. Planner sends subdivider a copy of the staff report and agenda for the public hearing.
7. Subdivider attends the public hearing.
8. Planner prepares the supplemental written findings of fact conclusions of law and order and schedules before the County Commission for final review and signature within 20 working days.
9. County Commission signs and approves the supplemental written findings of fact conclusions of law and order. Planner sends a signed copy to the subdivider.
10. Subdivider has specified number of years to complete improvements in the applicable phase approved and apply for final plat approval.

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GALLATIN COUNTY

Phased Subdivision Preliminary Plat Notice Of Commencement Application

1. Subdivision Name: _____

 2. Subdivision Phase(s): _____

 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:

☐ Single-Family
☐ Multi-Family
☐ Commercial/Industrial
☐ RV Park
☐ Mobile Home Park
☐ Mobile Home Subdivision
☐ Other: _____

Number of Lots: _____
 Number of Lots: _____ Number of Units: _____
 Number of Lots: _____
 Number of Spaces: _____
 Number of Spaces: _____
 Number of Lots: _____

 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. Fire District:_____ School 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:_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Email:_____

18. ☐ A commencement submittal must include specific topics and materials. Please refer to the Gallatin County Subdivision Regulations Section 13.B for the specific requirements. Any item considered “non-applicable” must be explained in a narrative and any supporting information included. Only applications containing all requirements will be accepted for processing.

19. ☐ 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.

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

21. ☐ Satisfactory completion of review by the Planning Staff is written confirmation to the Applicant that the application submittal contains the requirements of the Subdivision Regulations pursuant to Section 76-3-608(3), MCA.

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	
Elements Reviewed	
Date	Sufficiency Deadline Date
Tentative Planning	Tentative County
Board Public Hearing	Commission Public
Date	Hearing Date
Planning Staff Signature	Date