



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. Legal description (subdivision, COS, etc.): _____
Section: _____ Township: _____ Range: _____ Land area (*acres or square feet*): _____
Geocode/DOR# : 06 _____ - _____ - _____ - _____ - _____
Address (if applicable): _____
Zoning District: _____ Sub-distict: _____
General location: _____

4. How is the property currently used? _____

5. Proposed density (units per acre): _____

6. Subdivision is proposed for (check all that apply):

☐ Single dwelling units	Number of lots: _____	
☐ Multi dwelling units	Number of lots: _____	Number of units: _____
☐ Condominium	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: _____	
☐ Campground	Number of spaces: _____	
☐ Other (describe): _____		

7. Date pre-application letter issued: _____

8. Date of subdivision pre-submittal meeting with Planning staff: _____

9. Has a subdivision preliminary plat application for the property previously been approved, denied, or withdrawn?

☐ Yes, application # (e.g., S2123-1234): _____
☐ No

PRELIMINARY PLAT APPLICATION REQUIRED ELEMENTS

Include all the relevant items shown in the table below in your submittal. Put a “y” for yes or “n” for no in the far-left column to indicate whether the item is included in the submittal. **If an item is marked “n,” include a narrative explaining why the item is not applicable to the project and indicate where that narrative can be found in the submittal using the Section/tab column.** Only applications containing all required elements will be accepted for further processing.

Included in submittal? (y/n)	Section/tab: (a, b, etc.)	Item	Subdivision Regulations Section Reference(s)
		Pre-Application Information	Section 5.C.1
		Adjoining Property Owners Form	Section 5.C.2
		Preliminary Plat Information	Section 5.C.3.a-h
		Area/Vicinity Map	Section 5.C.4
		Topographic Map with Contours	Section 5.C.5
		Grading and Drainage Plan	Section 5.C.6 & 6.I
		Engineering Plans for all Public and Private Improvements	Section 5.C.7
		Subdivision Guarantee	Section 5.C.8
		Lienholders’ Acknowledgement of Subdivision	Section 5.C.9
		Documentation of Legal and Physical Access	Section 5.C.10
		Existing Easements	Section 5.C.11
		Proposed Easements	Section 5.C.12, 6.F
		Existing Covenants and Deed Restrictions	Section 5.C.13
		Description & Disposition of Water Rights	Section 5.C.14, 6.G
		Description & Disposition of Mineral Rights	Section 5.C.15
		Parkland Dedication and/or Cash-in-Lieu	Section 5.C.16, 6.J
		Summary of Probable Impacts & Proposed Mitigation	Section 5.C.17, 8.D
		Environmental Assessment	Section 5.C.18
		Traffic Impact Analysis	Section 5.C.19
		Fire Protection Plan	Section 5.C.20, 6.H, Appendix F
		Approved Noxious Weed Control & Re-vegetation Plan	Section 5.C.21, 6.Q
		Flood Hazard Evaluation and/or Flood Study	Section 5.C.22, 9, Appendix E
		Watercourse Mitigation	Section 5.C.23, 6.A.5
		Channel Migration Study	Section 5.C.24
		Water Supply and/or Wastewater Facility Information	Section 5.C.25
		Documentation of Zone Change	Section 5.C.26
		Variances	Section 5.C.27, 12.A
		Waivers	Section 5.C.28
		Covenants, Bylaws, & Articles of Incorporation	Section 5.C.29, 3.O, 4.L
		Documents for improvement/maintenance of required improvements (roads, trails, etc.)	Section 5.C.30
		Draft documents guiding improvement/maintenance and permanent protection of Open Space/other common facilities	Section 5.C.31
		Water Right, Streambed, Streambank and/or Wetland Permits	Section 5.C.32.a-i
		Documentation of Withdrawn Preliminary Plat	Section 5.C.33
		Documentation of Water Conveyance Facilities Notice & Response	Section 5.C.34, 5.B.7

		Documentation of Proposed Road Names	Section 5.C.35
		Draft Documents for Commonly Owned Property Transfer of Ownership	Section 5.C.36
		Documentation from Montana Sage Grouse Habitat Conservation Program	Section 5.C.37
		Digital copy of application, see digital application standards	-

10. Property owner name: _____
 Address: _____
 Phone: _____ Email: _____

11. Applicant name: _____
 Address: _____
 Phone: _____ Email: _____

12. Preparer/agent name: _____
 Address: _____
 Phone: _____ Email: _____

13. Surveyor/agent name: _____
 Address: _____
 Phone: _____ Email: _____

Completion of element review by 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. By completing and signing the application, the Applicant/Owner acknowledges that the Planning Department may send copies of the submittal, and other correspondence pertaining to the application, to any of the agencies on the [Review 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 provided 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



Certification of Adjacent Property Owners

I, _____, applicant for the attached proposal, hereby certify that:

- To the best of my knowledge, the attached list includes all property owners and purchasers under contract for property that is adjacent to the property where the application is proposed. **Note: Adjacency includes property located across the road/highway, watercourses, ditches, etc. as well as “kitty corner.” If an adjacent road is owned in fee title, please include the owner of the road on property owner list.**
- The names on the list are from the Gallatin County Clerk and Recorder’s most recent records.
- The addresses on the list are from Montana Departments of Revenue’s most recent tax records, available on the internet at <http://svc.mt.gov/msl/mtcadastral>.
- I understand that an inaccurate list may delay review of the project.

Signature

Date

Adjacent Property Owners

List property owners according to the certification listed on the previous page and include the appropriate fee per property according to the [Planning Department Fee Schedule](#). Only one fee is required for multiple adjacent parcels owned by the same person or entity. If adjacent road is a state highway, please include Montana Department of Transportation in property owners list. **Include 3 sets of mailing labels** for subsequent minor and major subdivisions and **one set of mailing labels** for first minor subdivisions.

Legal Description of Property		Property Owner's Name	Mailing Address of Property Owner from Montana Dept. of Revenue
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			