

SECTION 12. SUBDIVISION SUBMITTAL REQUIREMENTS

All subdivision applications must originate at the Community and Planning Services (CAPS) office. All requirements for the preliminary plat submittal requirements may be obtained from CAPS. However, at any stage of planning for a subdivision where public or private improvements are proposed, the applicant and/or their representative are encouraged to contact the County Public Works Department with any questions about requirements set forth in these standards.

12.1 Subdivision Construction Plan Submittal Requirements

After the Board of County Commissioners has approved the preliminary plat and determined the conditions of subdivision approval, all appropriate construction plans shall be submitted to the County for review. A checklist for all information to be included in the submittal to the County is provided in Appendix D. The items that shall be submitted to the County are as follows:

1. A copy of the Commissioner's conditions of approval for the subdivision.
2. One (1) digital full set of scaleable prints and specifications.
3. If potable water and/or sanitary sewer will be provided by a utility or special district, a design approval letter is required.
4. A copy of the Storm Water Report, including calculations. The system shall be designed to detain/retain the one hundred (100) year, twenty-four (24) hour rainstorm as obtained from the NOAA Atlas 2 using the SCS Type 2 Rainfall Distribution. Post-development discharge shall be limited to pre-development runoff rates, and complete retention may be required if downstream conditions warrant.
5. A copy of the Storm Water Pollution Prevention Plan or Construction Site Pollution Prevention Plan (see Section 11).
6. Copy of Utility Plan including off-site connections.
7. All approved construction plans are valid for two years. If construction activity is not completed within two years of the final approval, then the plans shall be resubmitted for review and approval.

Public Works staff will review the construction plans and provide written comments. Subsequent submittals and comments will be repeated as necessary until the plans receive final approval from the County.

If the applicant chooses to begin construction without approved construction plans, any work that is completed prior to construction plan approval may not comply with the approved plans. The final plat may not be recorded until all proposed improvements have been completed in accordance with the approved construction plans and to the County's satisfaction.

12.2 Storm Water Requirements

All residential and commercial subdivisions or individual lot commercial/industrial developments within the jurisdiction of Missoula County require a Grading and Drainage plan which is subject to the following requirements:

1. All projects shall submit a topographic map showing existing and proposed contours at minimum two (2) foot interval completed by a licensed professional engineer.
2. All submitted grading and drainage plans shall include arrows to show the direction of surface water flow.
3. Storm water management systems shall be designed to detain/retain the one hundred (100) year, twenty-four (24) hour rainstorm as obtained from NOAA Atlas 2 using the SCS Type 2 Rainfall Distribution. Post-development discharge shall be limited to pre-development runoff rates, and complete retention may be required if downstream conditions warrant.
4. Swales, storm sewers or some accepted method of storm water management shall be required, taking into account the character of the area, the density of development and adjoining properties. The developer may be required to extend the storm drain if the subdivision is located within five hundred (500) feet of an existing storm drain facility. Swales or detention/retention ponds shall not be located above septic systems or wells.
5. In addition to these standards, all drainage systems shall meet the minimum standards of the Montana Department of Environmental Quality, as required by Title 76, Chapter 4, Part 1 MCA and all applicable state and local regulations.
6. Facilities for the collection of stormwater runoff shall be installed prior to or concurrent with any other improvements and be designed to divert surface water away from cut faces or sloping surfaces of a fill. All storm water facilities shall be protected from erosion or silt deposition during construction of both public and private improvements.
7. If off-site storm water facilities are allowed, the granting property owner shall provide documentation of the easement to prevent encroachment upon or disruption of drainage ways or drainage facilities. Easements for surface storm drainage shall remain clear and open and shall not be obstructed with fences, structures or any other obstruction.
8. Where drainage swales are used to convey or store surface water, they shall be protected against erosion and weed invasion as approved by the County.
9. Natural drainage ways shall be preserved except for necessary crossings in which the capacity of existing drainage ways shall be preserved. Lots shall be arranged to preserve and maintain these drainage channels.
10. Graded slopes shall be planted with a vegetative ground cover, and, if applicable, consistent with the Wildland Urban Interface (WUI) requirements. Landowners shall replant areas of disturbance no later than the first growing season to prevent erosion and weed invasion in consultation with the Missoula County Extension Office in accordance with Section 11 of these standards. Where site grading is necessary, top soil shall be salvaged or imported to redistribute on areas to be re-vegetated.
11. Dry wells (sumps) may be allowed, but must be pre-approved by the County for inclusion in the drainage plan design.

12. Underground storage reservoirs or structures may be allowed, but must be pre-approved by the County for inclusion in the drainage plan design.
13. Culverts used in storm water conveyance systems shall be no less than twelve (12) inches in diameter and shall be double-wall smooth interior high-density polyethylene (HDPE), corrugated metal pipe (CMP) or reinforced concrete pipe (RCP).
14. Where curb and gutter is used in a storm drainage system, a Type F curb shall be used (see Standard Drawing MCSD-100 in Appendix A).
15. Where a cove gutter is required as part of a drainage system, a Type K gutter with a minimum width of twenty-four (24) inches shall be used (see Standard Drawing MCSD-104 in Appendix A).
16. Where roadside ditches are used for storm water conveyance and/or detention/retention, the minimum fore slope shall be 3:1 and the minimum back slope shall be 2:1 (see Standard Drawing MCSD-203 in Appendix A).
17. The Engineer shall submit as-built certification of storm water management systems in accordance with Section 8 of these standards.

12.3 Final Plat Submittal Requirements

The applicant shall be responsible for submitting the plat to the County Surveyor's Office to fulfill all applicable standards and regulations related to surveying. In order to receive approval from the Public Works Department to file the final plat of a subdivision, the following requirements shall be met. These submittal requirements are for conformance to the approved construction plans for any proposed improvements only:

1. Subdivision improvements have been completed in accordance with the conditions of approval, the approved construction plans and have been inspected and approved by Public Works.

If improvements will not be completed before filing the final plat, the following conditions shall be met:

1. Engineered plans for subdivision improvements (to include storm drainage report) have been reviewed and approved by Public Works; and,
2. The probable opinion of cost with twenty-five percent (25%) contingency has been reviewed and approved by Public Works (Public Works may require cost estimates from contractors as well to verify cost estimates); and,
3. A subdivision improvements security in the form of a letter of credit or cash bond with Missoula County listed as the beneficiary has been provided; and,
4. An executed copy of the Subdivision Improvements Agreement and Guarantee has been provided.