



MODIFIED SITE PLAN APPLICATION

February 28, 2017

Local Review of Minor Changes to Previously Approved Subdivisions

MT DEQ and Missoula City-County Health Department (MCCHD) allow for relocations of water or wastewater systems within the lot boundaries provided that the relocations meet local health regulations and applicable subdivision rules.

Modified Site Plan Submittal Requirements:

Please supply:

- Completed and signed MCCHD application form
- Completed and signed MT DEQ Joint Application form, signed by the current owner of the property
- Fees
- Copy of the DEQ-approved lot layout you wish to modify
- A proposed site plan, to scale, clearly showing the proposed changes

Fees:

The fee is set in state regulation, and is currently \$125. All Modified Site Plan applications must be accompanied by a check or money order to made out to MT DEQ.

Site Plan:

In order to modify a previously approved site plan, the new site plan must be clear and accurate. The elements of a site plan are described in state regulation 17.36.104, and include: county name, legal description, lot/tract name, lot size, north arrow, scale, locations of existing and proposed easements, roads, wells, drainfields, storm water structures, surface water, and floodplain. **Using the existing approved site plan as a starting point is often the best way to create a new site plan.**

Additional Site Work May be Required:

If the proposal includes relocation of a drainfield to an area further than 25' from a soil profile, a new site evaluation, and possibly percolation tests, will be required. The site evaluation can be done by MCCHD for an additional fee, or by a consultant.

Final Approval:

Once we approve a modified site plan, we will send it to the applicant. It must be filed with the Missoula County Clerk & Recorder within 30 days of the approval and before a permit is issued. Approvals not filed within 30 days are void unless re-certified by MCCHD. We will send a copy of the approved modified site plan to MDEQ for inclusion in the DEQ Sanitation Act files.

MCCHD MODIFIED SITE PLAN PROPOSAL

Original Approval Information:

DEQ Certificate of Subdivision Approval E.Q.# or E.S. No.: _____

Subdivision Name: _____ OR COS#: _____

Block _____ Lot/Tract/Parcel _____

Address of Site (if assigned): _____

Type of structure(s) proposed:

One Single-Family Dwelling _____ OR Other (describe) _____

“Other” includes multiple single family dwellings, duplexes, commercial use, mixed use, etc.

Briefly describe the reason for the proposed modification:

Check which type of modification being proposed, check all that apply:

- moving the location of a well within the lot boundaries provided that the new location meets separation distances and will not adversely change the quality, quantity and dependability of the water supply,
- moving the location of the wastewater treatment system within the lot boundaries provided the new location meets separation distances and site evaluation criteria and the wastewater system is sufficient in terms of capacity and dependability.
- Other (Describe): _____

******IMPORTANT NOTE:** MCCHD may decide that a proposal is too complex to qualify as a “minor change” allowed for review under the Modified Site Plan Procedure. If this is the case, the proposal could be made as a standard Subdivision Rewrite Submittal under the Sanitation Act.

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY/
LOCAL GOVERNMENT JOINT APPLICATION FORM**

PART I. GENERAL DESCRIPTION AND INFORMATION

1. Name of proposed development _____
2. Location: City and/or county _____
Legal description: _____ 1/4 _____ 1/4 of Section _____ Township _____ Range _____
3. Is concurrent review by local governing body and DEQ requested? Yes _____ No _____
4. Type of water supply system
_____ Individual well
_____ Individual cistern
_____ Individual surface water supply or spring
_____ Shared well (2 connections)
_____ Multiple-user water supply system (3-14 connections and fewer than 25 people)
_____ Service connection to multiple-user system
_____ Service connection to public system
_____ Extension of public main
_____ New public system (15 or more connections or serving 25 or more people)
5. Type of wastewater treatment system
_____ Individual wastewater treatment system
_____ Number of bedrooms (3 bedrooms will be used if unknown)
_____ Shared wastewater treatment system (2 connections)
_____ Multiple-user system (3-14 connections and fewer than 25 people)
_____ Service connection to multiple-user system
_____ Service connection to public system
_____ Extension of public main
_____ New public system (15 or more connections or serving 25 or more people)
6. Name of solid waste (garbage) disposal site _____
7. Nondegradation
Yes _____ No _____ Is information included which substantiates that there will be no degradation of state waters or that degradation will be nonsignificant?
Yes _____ No _____ If not, have you enclosed an Application to Degrade?
8. Descriptive Data
_____ Number of lots or rental spaces
_____ Total acreage in lots being reviewed
_____ Total acreage in streets or roads
_____ Total acreage in parks, open space, and/or common facilities
_____ Total gross acreage of subdivision
_____ Minimum size of lots or spaces
_____ Maximum size of lots or spaces
9. Indicate the proposed use(s) and number of lots or spaces in each.
_____ Residential, single family
_____ Residential, multiple family Number of units _____
_____ Type of multiple family structure (e.g. duplex) _____ Number of units _____
_____ Planned unit development Number of units _____
_____ Condominium Number of units _____
_____ Mobile home park Number of units _____
_____ Recreational vehicle park Number of units _____
_____ Commercial or industrial
_____ Other (please describe) _____

10. Provide the following information regarding the development.

Current land use _____
Depth to ground water at the time of year when water table is nearest to the natural ground surface within the drainfield area _____
Depth to bedrock or other impervious material in the drainfield area _____
Existing zoning or other regulations _____

11. Include the following attachments, if applicable.

Yes _____ NA _____ An overall development plan indicating the intent for the development of the remainder of the tract, if a tract of land is to be subdivided in phases.
Yes _____ NA _____ Drafts of any covenants and restrictions to be included in deeds or contracts for sale.
Yes _____ NA _____ Drafts of homeowners' association bylaws and articles of incorporation, if applicable.

(Submitting a draft copy of a homeowners' association bylaws and articles of incorporation is adequate for DEQ to initiate and complete its review of sanitary facilities, but a copy of the fully executed documents must be submitted before DEQ can issue final approval.)

I understand that a person may not dispose of any lot within a subdivision, erect any facility for the supply of water or disposal of sewage or solid waste, erect any building or shelter in a subdivision that requires facilities for the supply of water or disposal of sewage or solid waste, or occupy any permanent buildings in a subdivision until the reviewing authority under the Sanitation in Subdivisions Act has issued a certificate of subdivision approval indicating that the subdivision is not subject to sanitary restriction, unless the subdivision is exempt from the Sanitation in Subdivisions Act under 76-4-125, MCA. I understand that a person may not construct or use a facility that deviates from the certificate of subdivision approval until the reviewing authority has approved the deviation.

I designate _____ as my representative for purposes of this application.

Designated representative, if any (e.g., engineer, surveyor)

Name: _____ Phone: _____

Address: _____
Company, Street or P.O. Box, City, State, Zip Code

Owner

Name: _____
Signature of owner _____ Print name of owner _____

Address : _____
Street or P.O. Box, City, State, Zip Code

Date: _____ Phone: _____

(The statement must be signed by the owner of the land proposed for subdivision or the responsible officer of the corporation offering the same for sale.)

Notice: The statutory time frame for each review is 60 days. Resubmittal of denied or incomplete applications restarts the time frame. The estimated time for the DEQ to act on a complete subdivision application is 10 days for subdivisions reviewed by a local department of health under contract to the DEQ. Local health departments review subdivisions within 50 days of receipt of a complete application. During non-peak times, a review may take 25 to 45 days. For peak times, the review may take 45 to 60 days.