



## COUNTY MAJOR SUBDIVISION APPLICATION

### A. GENERAL INFORMATION

1. One bound submittal packet and full-sized preliminary plat are required for each Element and Sufficiency Review submittal. Packets shall be bound along the left edge via plastic comb, plastic coil, or similar style binding device. Single-corner staple fastening does not constitute binding of the left edge.
2. A CD, DVD or flash drive is required containing the preliminary plat and submittal packet materials in Portable Document Format (pdf).
3. The subdivider submits the application packet with the review fee. The subdivider has one year after the pre-application meeting to submit a formal subdivision application. Otherwise, a new subdivision pre-application meeting is required.
4. Upon completion of Agency Sufficiency Review, the application packets submitted for governing body review must include any agency comment received during Agency Sufficiency Review as well as any applicant responses to the agency comment, if applicable. In addition, governing body review packets must include any additional agency comment, the letter declaring the application packet Sufficient, and all Element and Agency Sufficiency Review letters. Except for the addition of these materials, the packets submitted for governing body review must be exactly the same as the packet that was deemed Sufficient.
5. Name of proposed subdivision:
6. Name(s) of Subdivider:  
Mailing Address:  
Telephone Number:  
Email Address:
7. Name(s) of Owner of Record:  
Mailing Address:  
Telephone Number:  
Email Address:
8. Name and Company of Representative:  
Mailing Address:  
Telephone Number:  
Email Address:
9. If the applicant is someone other than the property owner, the owner must also sign the application in the space provided below. Certification: I hereby certify that the foregoing information contained or accompanied in this application is true and correct to the best of my knowledge.

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Applicant's Signature

Date

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Owner's Signature

Date

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Representative's Signature

Date

**B. SUBJECT PROPERTY INFORMATION**

General location of subdivision and address (if address has been assigned):

Legal Description - complete and unabbreviated:

Township, Range, Section(s):

Subdivision, Lot(s), Block(s):

Tract(s), COS#:

Geocode:

Number and type of lots proposed:

Average Lot Size:

Median Lot Size:

Total acreage of subdivision:

Total net acreage of lots within the proposed subdivision:

Total acreage in streets and roads:

Total acreage in parks or common area:

Gross Density:

**C. TYPE OF SUBDIVISION PROJECT (Check all that apply):**

- ☐ Major (6 or more lots)
- ☐ Residential
- ☐ Commercial/Industrial
- ☐ Mobile Home Park
- ☐ RV Park
- ☐ Condominium
- ☐ Townhouse
- ☐ Subdivision PUD

**D. ZONING AND GROWTH POLICY COMPLIANCE**

1. Complete the following table (where applicable, indicate Unzoned):

|                  | Zoning | Current Land Use |
|------------------|--------|------------------|
| Adjacent (North) |        |                  |
| Adjacent (South) |        |                  |
| Adjacent (East)  |        |                  |
| Adjacent (West)  |        |                  |

2. Is the property zoned?

- a. If yes, what is the current zoning of the property?
- b. If yes, provide a zoning map (if available). If the property is split zoned, show the zoning district boundaries on the plat or a Supplemental Data Sheet with the plat as a base map.
- c. If yes, provide a copy of the zoning district standards which apply to the proposed subdivision.
- d. If yes, describe how the project complies with the existing zoning district.

3. Do you intend to zone the property?

- a. If yes, what is the proposed zoning for the subject property?

4. Do you intend to re-zone the property to allow for this development?

- a. If yes, what is the proposed zoning for the subject property?
5. If a zoning change is requested concurrently with the proposed subdivision, provide a complete and signed rezoning application and a copy of the proposed zoning district regulations.  
Document Location:
6. Will the proposed development require sewer?
  - a. If yes, has the Sewer Service Review Committee approved contract sewer?
    - i. If yes, include the decision letter from Sewer Service Review Committee.  
Document Location:
    - ii. If no, the subdivider will need approval for annexation into the City of Missoula, and the subdivision will be processed under City jurisdiction and application forms.
7. Which Growth Policy amendments (comprehensive plan(s)) apply to this property?
8. What is/are the current land use designation(s) for this property, as indicated in the applicable comprehensive plan?
  - a. Provide a map of the land use designation and legend from the applicable growth policy amendment/comprehensive plan. Document Location:
9. Describe how the project complies with the land use designation and the goals and policies of the Growth Policy.
10. Is a Planned Variation proposed in accordance with Section 8.13 of Missoula County Zoning Resolution #76-113?
  - a. If yes, include the application materials as required in Section 8.13 of Missoula County Zoning Resolution #76-113.
11. Is a Density Bonus proposed in accordance with Section 3.06 M. of the Missoula County Zoning Resolution?
  - a. If yes, address the requirements in Section 3.06 (M) of the Missoula County Zoning Resolution #76-113 and submit a County density bonus worksheet (available at the CAPS Office).
12. Is a Planned Unit Development proposed, per Section 4.2?
  - a. If yes, provide additional submittal requirements, per Article 4.2.3.

#### **E. PHASING**

1. Is this subdivision proposed to be developed in phases?  
If yes, provide a Phasing Plan Narrative per Section 5.7.16.6 and a phasing plan per Section 5.7.16.5 which indicates the following:
  - a. each phase of the subdivision numbered in the order in which they are proposed to be filed;
  - b. which lots and which improvements will occur in each phase;
  - c. a legend that lists each phase and specific final plat filing deadline for each phase, including the month, day and year that each phase will be submitted for final plat review; and,
  - d. the amount of parkland dedication required for each phase and the amount provided for each phase.
  - e. If the Phasing Plan is in color, also number each phase directly on the platted areas.  
Document Location:

#### **F. COVENANTS AND/OR HOMEOWNER'S ASSOCIATION**

1. Is common property to be deeded to a property owner's association?  
If yes, provide draft covenants and restrictions, per Sections 7.4.2 and 7.6.6.  
Document Location:
2. Are there existing covenants?
3. Are there proposed covenants?
4. Is there an existing homeowner's association?
5. Is a homeowner's association proposed?

6. Provide a draft of any covenants and/or property owner's or homeowner's association documents or other documents that outline deed restrictions that apply to the subdivision.  
Document Location:

#### G. PROJECT SUMMARY

As a separate attachment labeled "*Project Summary*" and included at the beginning of the submittal packet, provide a narrative description of the proposed project and existing site conditions.

Summarize the following information:

- |                                    |  |
|------------------------------------|--|
| ▪ Owner;                           | ▪ Legal description;                   |
| ▪ Developer;                       | ▪ Summary of roads;                    |
| ▪ Representative name and company; | ▪ Summary of non-motorized facilities; |
| ▪ Subdivision name;                | ▪ Variances requested, if any; and     |
| ▪ # of lots proposed;              | ▪ Zoning and growth policy             |
| ▪ # of acres;                      | compliance;                            |

Document Location:

#### H. MAPS, DATA SHEETS, AND MATERIALS

As separate attachments, provide the following Maps and Data Sheets with the site clearly identified. All full-size (18" x 24" or 24" x 36") Supplemental Maps and Data Sheets should be folded to a maximum of 9" x 12". Where appropriate, required information may be combined as long as the information is clearly presented. Please check the box if the Supplemental Map or Data Sheet is included in the packet and state where in the packet it is located. If the item is not included in the submittal packet, please note "N/A".

- ☐ **A vicinity map** showing the subject property and the area within 1,000 feet of the subject property. Packet Location/NA:
- ☐ **Adjacent properties.** A map showing the relationship of the proposed subdivision to adjacent subdivisions, certificates of survey, and public or private rights of way and any other access. Show the names of platted subdivisions and numbers of certificates of surveys on the map. Packet Location/NA:
- ☐ **Adjacent ownership.** A map showing the ownership of adjacent lands, including lands across public and private rights of way. Packet Location/NA:
- ☐ **Certificate of survey and/or prior subdivision history** of subject property and adjacent properties. Packet Location/NA:
- ☐ **An aerial photo** of the subject property and vicinity extending at least 200 feet from the property boundaries. Packet Location/NA:
- ☐ **An existing conditions map** including location, current land use, land cover (such as cultivated areas, paved areas), natural features (such as lakes, streams, riparian vegetation), all existing structures and improvements, and all encumbrances, such as easements. Packet Location/NA:
- ☐ **Landscaping and maintenance plans** for common areas, and boulevard plantings, as may be required. Packet Location/NA:
- ☐ **Variance requests.** If the proposed subdivision cannot comply with all subdivision standards, provide an attachment labeled "Variance Request(s)" and identify, for each standard not met, the section of the subdivision regulations for which the variance request is being sought and address the variance criteria (in Section 5.10 of the Missoula County Subdivision Regulations) for each variance request.  
Packet Location/NA:
- ☐ An attachment labeled "**Neighborhood Comment and Response**," with minutes from neighborhood meetings and any comments received during the meeting(s).  
Packet Location/NA:

## I. WATER AND SANITATION REPORT

The State of Montana (76-3-622, MCA) and Missoula County Subdivision Regulations Section 7.6.12 require subdividers to provide the following water and sanitation information for any new subdivision that will include a new water supply system or new wastewater facilities. In compliance with this law, attach a separate document entitled "Water & Sanitation Report" which contains the following:

- ☐ 1. **Map.** A vicinity map or plan that shows:
  - a. The location, within 100 feet outside of the exterior property line of the subdivision and on the proposed lots, of flood plains; surface water features; springs; irrigation ditches;
  - b. Existing, previously approved, and, for parcels less than 20 acres, proposed water wells and wastewater treatment systems; for parcels less than 20 acres, mixing zones;
  - c. The representative drain-field site used for the soil profile description; and
  - d. The location, within 500 feet outside of the exterior property line of the subdivision, of public water and sewer facilities.
- ☐ 2. **Description.** A description of the proposed subdivision's water supply systems, storm water systems, solid waste disposal systems, and wastewater treatment systems, including whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public as those systems are defined in rules published by the Montana Department of Environmental Quality (DEQ). If the water supply and wastewater treatment systems are shared, multiple user, or public, a statement of whether the systems will be public utilities as defined in [69-3-101](#), MCA and subject to the jurisdiction of the public service commission or exempt from public service commission jurisdiction and, if exempt, an explanation for the exemption
- ☐ 3. **Lot layout.** A drawing of the conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet that shows all information required for a lot layout document in rules adopted by the Montana Department of Environmental Quality pursuant to 76-4-104, MCA.
- ☐ 4. **Suitability.** Evidence of suitability for new on-site wastewater treatment systems that, at a minimum, include:
  - a. A soil profile description from a representative drain-field site identified on the vicinity map that complies with standards published by the Montana Department of Environmental Quality;
  - b. Demonstration that the soil profile contains a minimum of 4 feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater treatment system and a limiting layer; and
  - c. In cases in which the soil profile or other information indicates that ground water is within 7 feet of the natural ground surface, evidence that the ground water will not exceed the minimum vertical separation distance of 4 feet.
- ☐ 5. **Water quantity.** For new water supply systems, unless cisterns are proposed, evidence of adequate water availability:
  - a. obtained from well logs or testing of onsite or nearby wells;
  - b. obtained from information contained in published hydro-geological reports; or
  - c. as otherwise specified by rules adopted by the Montana Department of Environmental Quality pursuant to 76-4-104, MCA.
- ☐ 6. **Water quality.** Evidence of sufficient water quality in accordance with rules adopted by the Montana Department of Environmental Quality pursuant to 76-4-104, MCA.
- ☐ 7. **Impacts to groundwater quality.** Preliminary analysis of potential impacts to ground water quality from new wastewater treatment systems, using as guidance rules adopted by the board of environmental review pursuant to 75-5-301, MCA and 75-5-303, MCA related to standard mixing zones for ground water, source specific mixing zones, and non-significant changes in water quality. The preliminary analysis may be based on currently available information and must consider the effects of overlapping mixing zones from proposed and existing wastewater treatment systems within and directly adjacent to the subdivision.

Instead of performing the preliminary analysis, the sub-divider may perform a complete non-degradation analysis in the same manner as is required for an application that is reviewed under Title 76, Chapter 4.  
Document Location:

#### **J. ENVIRONMENTAL ASSESSMENT, PRIMARY REVIEW CRITERIA REPORT, SUMMARY OF PROBABLE IMPACTS, AND SUBDIVISION REGULATION COMPLIANCE**

Montana Code Annotated (76-3-603, MCA) requires the submittal of an Environmental Assessment for all major subdivision proposals and defines minimum requirements for its contents. The Environmental Assessment must address the requirements of 76-3-603, MCA and clearly demonstrate that the proposed subdivision will have no adverse impacts on agriculture, agricultural water user facilities, local services, the natural environment, public health and safety, wildlife and wildlife habitat, or the report must identify the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts. Provide a narrative that addresses each Section of the Environmental Assessment. In addition, respond to the following questions which address the primary review criteria and compliance with subdivision regulations. Where requested, provide maps and data sheets. All maps and data sheets should be folded to 8½" x 11". Where appropriate, required information may be combined as long as the information is clearly presented. Document Location:

Per 76-3-603, MCA, an Environmental Assessment must accompany the preliminary plat and must include the following information. For your reference, the bulleted list below summarizes the Environmental Assessment requirements that will be met by fully completing Parts 1 through 6 of this Section.

- **Environmental description.** Provide a narrative that describes:
  - Every body or stream of surface water that may be affected by the proposed subdivision,
  - Available groundwater information,
  - Topography,
  - Vegetation, and
  - Wildlife use within the area of the proposed subdivision.
- **Probable impacts.** A summary of the probable impacts of the proposed subdivision based on the primary review criteria described in 76-3-608, MCA and Missoula County Subdivision Regulations Section 5.9.2.10 and Appendix E;
- **A community impact report** containing a statement of anticipated needs of the proposed subdivision for local services, including education and school bus routes; Mountain Line bus routes, roads and maintenance; water, sewage, and solid waste facilities; and fire and police protection, per 76-3-603(c), MCA; See Section 6;
- **Coordination of roads.** A description that explains how the subdivision provides for coordination of roads within subdivided land with other roads, both existing and planned, per 76-3-603(d), MCA and 76-3-501, MCA;
- **Land dedication.** A description of the dedication of land for roadways and for public utility easements, per 76-3-501(3), MCA;
- **Road improvements.** A description of the proposed improvements of roads, per MCA 76-3-501(4);
- **Open space.** A description of how the subdivision provides adequate open space for travel, light, air, and recreation, per 76-3-501(5), MCA;
- **Sanitation.** A description of sanitary facilities, per MCA 76-3-501(7). The applicant may cross-reference Section M, the Water and Sanitation Report and other relevant areas of the application;
- **Congestion.** A description of the proposed subdivision's mitigation measures to avoid or minimize congestion, per 76-3-501(8), MCA; and

- **Avoidance of impacts.** A description of how the proposed subdivision will avoid unnecessary environmental degradation and danger of injury to health, safety, or welfare by reason of natural hazard, including but not limited to fire and wildland fire, or the lack of water, drainage, access, transportation, or other public services, or that would necessitate an excessive expenditure of public funds for the supply of services, per 76-3-501(9), MCA.

**1. IMPACT ON AGRICULTURE:** Answer the questions below. Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to agriculture.

**a. Agriculture production.** Is the proposed subdivision located on land currently or previously used for agricultural production?

- i. If yes, how many acres are currently in production:
- ii. If yes, how many acres have previously been in production:
- iii. If yes, identify the number of acres in production on a map. Packet Location:

**b. Description.**

- i. Describe the productivity of the land and whether the subdivision would remove any agricultural or timber land from production.
- ii. Describe agricultural operations and other uses of land on the adjacent property.
- iii. Describe any subdivision design measures necessary to prevent stormwater runoff from subdivision lots and roads, and lawn water draining onto agricultural land.
- iv. Describe what measures will be taken, if any, to control family pets.
- v. Describe any existing fence lines around the subdivision boundary that protect adjacent agricultural lands not owned by the subdivider and describe any measures that will be taken to ensure continued maintenance of the fence will be shared by the owners of the subdivision and the owners of the agricultural lands.

**c. Notification.** Describe applicable provisions in the covenants or Homeowners' Documents notifying and educating future lot owners of the potential implications of living adjacent to agricultural operations. Documents shall include the notification information in Section 3.1.4.2.B.2.

**d. Soil type.** Is the proposed subdivision located on land with a soil type defined by the Natural Resources Conservation Services (NRCS) as having agricultural importance (Prime, Prime if Irrigated, Statewide or Local Importance)?

If yes, which type(s)?

- i. **Soils map.** If yes, identify each area on a copy of the preliminary plat and provide a Soils Map and Table from the Soil Survey, published by the U.S. Department of Agriculture, the Natural Resources Conservation Service, and the Forest Service, showing the soil type(s) found within the proposed subdivision. Document Location:
- ii. **Soils assessment.** If prime farmland or prime farmland if irrigated soils are on the property, a soils assessment is recommended for the entire property performed by a soil scientist that includes at minimum a textural analysis, depth of topsoil measurements, and available water holding capacity. The assessment should include a discussion of how texture and depth compare to that of the predominant soil type of agricultural importance found on the site according to the Natural Resources Conservation Services (NRCS). Document Location:
- iii. **Sewer and zoning.**
  - 1. If prime farmland or prime farmland if irrigated soils are on the property, is the subdivision proposing or required to connect to sewer?

- 2. Is the property unzoned?
- iv. **Irrigation.** If the soil type is defined as Prime if Irrigated, is the property served by an existing, developed irrigation system or water right, including wells and adjacent irrigation ditches?

**2. IMPACT ON AGRICULTURAL WATER USER FACILITIES:** Answer the questions below.

Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to agricultural water user facilities.

When irrigation water, water rights, shares or assessments are to be transferred to 1 or more lots within the subdivision, or to an entity responsible for providing water to 1 or more lots, provide an Irrigation Improvements Plan that meets the requirements of Missoula County Subdivision Regulations Section 7.6.13.

Document Location:

**a. Location.**

- i. Describe any agricultural water user facilities located on land within the subdivision (irrigation ditch, well, etc.).
- ii. Describe any agricultural water user facilities located on land adjacent to the subdivision (irrigation ditch, well, etc.).

**b. Ditches.**

- i. Are any irrigation ditches located on the property?
- ii. Are any irrigation ditches located adjacent to the property?
  - 1. If yes to b.i or b.ii, provide the following information:
    - Responsible Ditch Company:
    - Contact Name:
    - Phone Number:
    - Address:
  - 2. If yes to b.i or b.ii, do you intend to provide access to the irrigation ditch for all lots?
    - a. If not, and the average lot size will be one acre or less, provide for disclosure notifying potential buyers that lots within the subdivision are classified as irrigated land and may continue to be assessed for irrigation water delivery even though the water may not be deliverable to the lots. Document Location:

**c. Abandonment or transfer of water rights.** Does the subdivision involve the abandonment or transfer of water rights from the property being subdivided?

- i. If yes, provide documentation that the water rights have either been removed from the land or that the process has been initiated to remove the water rights from the land.
- ii. If yes, the fact the water rights have been or will be removed from the land within the subdivision shall be denoted on the preliminary plat.
- iii. If no, the subdivider shall, unless otherwise provided under separate written agreement or filed easement, show on the preliminary plat, ditch easements for the unobstructed use and maintenance of existing water delivery ditches, pipelines, and facilities in the proposed subdivision that are necessary to convey water through the subdivision to lands adjacent to or beyond the subdivision boundaries in quantities and in a manner that are consistent with historic and legal rights. A minimum width of 10 feet is required on each side of irrigation ditch canals and ditches for maintenance purposes, unless a lesser width is agreed to by the owner of the ditch right.



- d. **Removal of facilities.** Does the subdivision involve the abandonment or removal of agricultural water user facilities?
- e. **Maintenance.** Will the proposed subdivision or associated improvements alter access for maintenance of agricultural water user facilities?
- f. **Water availability.** Will the proposed subdivision or associated improvements alter the movement or availability of water?
- g. **Disturbance.** Will any proposed construction disturb an existing irrigation ditch or well or result in any changes to agricultural water use?
- h. **Runoff.** Describe any subdivision design measures necessary to prevent stormwater runoff from subdivision lots and roads, and lawn water draining onto agricultural water user facilities.

**3. IMPACT ON NATURAL ENVIRONMENT:** Answer the questions below. Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to the natural environment.

- a. **Public lands.** Is the subdivision proposal adjacent to public lands?
  - i. If yes, how will the proposed subdivision affect adjacent public land uses?
  - ii. If yes, describe any applicable land management policies of any public lands adjacent to or near the proposed subdivision.
  - iii. If yes, describe how access to public lands will be affected by this subdivision.
- b. **Historical features.** Are there are any known historic, paleontological, archaeological or cultural sites, structures or objects on or within a half-mile of the proposed subdivision?
  - i. If yes, identify any known historical, paleontological, archaeological or cultural sites, sites, structures and/or objects within a half-mile of the proposed subdivision, provide a site map identifying these features which may be affected by the proposed subdivision and describe any plans to protect such sites or properties:
  - ii. If yes, discuss the impact of the proposed development on any historic features, and the need for inventory, study and/or preservation with the State Historic Preservation Office (SHPO). Provide a written statement outlining any recommendations of SHPO and any plans for inventory, study and/or preservation and any mitigation planned to overcome any adverse impacts:
- c. **Water rights.** Have the water rights been severed from the subject property?
- d. **Groundwater**
  - i. Does high seasonal groundwater rise within 15 feet of the surface of the property?
    - 1. If yes or when unstable soils are present, provide a groundwater drainage mitigation plan prepared by a licensed professional engineer. The plan shall include, but not be limited to, measures to prevent the migration of groundwater through water, sewer and drainage trenches. Document Location:
  - ii. What are the maximum and minimum depths to the water table?
    - 1. What dates were those depths determined?

- iii. What is the depth of aquifers and aquifer recharge areas from the surface of the property?
- iv. Describe the steps necessary to avoid depletion or degradation of groundwater recharge areas:

**e. Surface water**

**i. Description.**

- 1. Describe all surface water that may affect or be affected by the proposed subdivision including name, approximate size, present use, and time of year that water is present.
- 2. Describe the proximity of proposed construction (such as buildings, sewer systems, and roads) to surface waters:

**ii. Delineated floodplain.**

- 1. Is any portion of the property within a FEMA-designated 100-year or Shaded Zone X floodplain?
  - a. If yes, provide a map with a legend showing the designated areas, and/or areas removed by FEMA through a Letter of Map Amendment. Document Location:
- 2. Is any portion of the property within one (1) mile of a FEMA-designated 100-year Approximate A floodplain?
  - a. If yes, provide an analysis of the land division history for the parcel dating back to August 15, 1983, to determine if a Zone A flood hazard area had been located previously on the parent parcel. Document location:
  - b. Since that date, was Zone A flood hazard area located on the parent parcel?
    - i. If yes, provide a flood analysis determining the base flood elevation, per Sections 7.4.6, 7.6.10.2 and Appendix D. Document location:

**iii. Non-delineated floodplain.**

- 1. Are any proposed building sites within 2,000 horizontal feet and 20 vertical feet of a stream draining an area of 5 or more square miles and in the same drainage basin, in an area where no official floodway delineation or floodway study of the stream has been made, in accordance with 3.1.3.6(C)?
- 2. If yes, submit a Flood Hazard Evaluation Report meeting the requirements of Appendix D. Document Location:

- iv. **Mapping.** Locate on a supplemental sheet overlay or sketch map all surface water and the delineated floodways that may affect or be affected by the proposed subdivision including natural water systems (streams, lakes, rivers, or marshes), artificial water systems (canals, ditches, aqueducts, reservoirs, irrigation or drainage systems), and land subject to flooding. Packet Location:

**v. Wetlands.**

- 1. Are wetlands present?
- 2. If yes, provide a wetlands investigation completed by a qualified consultant using the U.S. Army Corps of Engineers' Wetlands Delineation Manual Technical Report Y-87-1 (1987 Manual). A wetlands delineation shall be shown on the final plat that is consistent with the results of the investigation.  
Document Location:
- 3. If any construction or changes are proposed which require a 404 or related water quality permit, the subdivider shall provide evidence of such permit to the planning department.  
Document Location:

**Water quality.** Please indicate which if any of the following water quality permits have been applied for and describe the reasons why these permits are required:

☐ 310 Permit (Local Conservation District)

Reason:

☐ SPA 124 Permit (Department of Fish, Wildlife, and Parks)

Reason:

☐ Floodplain Permit (County Floodplain Administrator)

Reason:

☐ Section 404 Permit, Section 10 Permit (U.S. Army Corps of Engineers)

Reason:

☐ 318 Authorization (Department of Environmental Quality)

Reason:

☐ Navigable Rivers Land Use License or Easement (Department of Natural Resources and Conservation)

Reason:

**f. Vegetation and Riparian Resource Areas**

i. **Plant types.** Describe the vegetative types by plant community, relative age, and condition:

ii. **Measures to preserve existing vegetation.** Describe any measures that will be taken to preserve trees and other natural vegetation as much as possible (such as locating roads, lot boundaries, and planning of construction to avoid damaging tree cover):

iii. **Critical plant communities.** Describe any measures that will be taken to protect critical plant communities (such as keeping structural development away from these areas, setting aside areas for open space):

iv. **Weeds.**

1. Identify areas containing noxious weed growth.
2. Describe proposed means of weed control, especially means to prevent weed growth on areas disturbed by construction:

v. **Riparian Resource Areas.**

1. Are there riparian resource areas on the property per Sections 2.2.85 and 3.2?
2. Are there riparian resource areas adjacent to the proposed subdivision?
3. If yes to v.1 or v.2, provide a Riparian Resource Area Management Plan per Section 7.6.4.

Document Location:

4. If yes to v.1 or v.2, show the riparian resource areas and proposed buffers on a supplemental data sheet.

Document Location:

vi. **Map.** Provide a map showing the distribution of the vegetation types (such as existing trees, vegetation clusters, marsh, grassland, shrub, coniferous forest, deciduous forest, mixed forest) and critical plant communities such as stream bank or shoreline vegetation, vegetation on steep or unstable slopes, vegetation on soils highly susceptible to wind or water erosion. Document Location:

## **g. Geology / Hydrology / Soils / Slopes**

- i. **Description.** Describe the geologic, soil, or topographic conditions and any measures that will be taken to address potential problems encountered in the construction of roadways, basements, water supply trenches, sewer supply trenches, septic tank and drainfield installation, and/or underground electrical and telephone lines:
- ii. **Cut and fill.** Describe the location and amount of any cut or fill per Section 3.7.10 and plans to prevent erosion and promote revegetation of those cuts and fills:
- iii. **U.S.G.S. topographic map.** Provide a detailed current U.S. Geological Survey topographic map with an outline of the subdivision clearly indicated.  
Document Location:
- iv. **Limitations map.** Provide a Geologic / Topographic Limitations Map which locates any unusual geologic, soil, or topographic condition on the property that may limit the capability for building or excavation using ordinary and reasonable construction techniques. Conditions include, but are not limited to: shallow depths to bedrock, depth to aquifers and aquifer recharge areas (source: Montana Bureau of Mines and Geology Groundwater Information Center - GWIC), basin closures (Source: Department of Natural Resources, Missoula Regional Office), a high groundwater table, unstable or expansive soils, or slopes in excess of 25%.  
Document Location:
- v. **Geotechnical report.**
  1. Does the proposed subdivision include land areas with the potential for landsliding or slope instability?
  2. If yes, provide a report by a qualified soil or geotechnical engineer per Section 7.6.10.5 which indicates the locations, character, and extent of the hazard on all areas within the subdivision and recommendations for mitigation of the potential hazards in the context of the subdivision proposal.  
Document Location:
- vi. **Steep slopes.**
  1. Does the subject property have slopes of 25% or greater?
  2. If yes, designate these areas as "No-Build Zone/Steep Slope" on the plat per Section 7.6.3.
    - a. If they are not designated as "No-Build" areas, provide:
      - i. Slope category map.  
Document Location:
      - ii. Slope Analysis report, per Section 7.6.3.  
Document Location:
- vii. **Hillside density adjustment calculation worksheet.**
  1. Is the proposed subdivision located within the Urban Growth Area, per Missoula County Zoning Regulations Section 3.06 (N)(2), in a zoning district with density standards, and on land with slopes greater than 10%?
  2. If yes, submit a density adjustment calculation worksheet, available at the Planning Office.  
Document Location:

- 4. IMPACTS ON WILDLIFE AND WILDLIFE HABITAT:** Answer the questions below. Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to wildlife and wildlife habitat.
- a. Species types.** Per Montana Fish, Wildlife, and Parks maps and data, which species of fish and wildlife use the area to be affected by the subdivision?
  - b. Wildlife mitigation.**
    - i. Describe any proposed measures to protect, enhance, or minimize degradation of wildlife habitat (such as keeping buildings and roads back from shorelines, setting aside marshland as open space, using a cluster development to limit development on sensitive areas).
    - ii. Describe any proposed measures to minimize or mitigate conflicts between residents and wildlife (such as covenants that require garbage and pet food to be kept indoors).
  - c. Map.** Provide a map identifying any known critical or key wildlife areas such as big game winter ranges, grizzly bear linkage corridors, waterfowl nesting areas, habitat for rare or endangered species, and wetlands and riparian resource areas per Montana Fish, Wildlife, and Parks maps and data and other appropriate resources.  
Document Location:
- 5. IMPACTS ON PUBLIC HEALTH & SAFETY:** Answer the questions below. Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to public health and safety.
- a. Air Stagnation Zone.** Is the property within the Air Stagnation Zone?
  - b. Airport Influence Area.** Is the property within the Airport Influence Area?
    - i. If the property is within the Airport Influence Area, provide a map showing the boundaries of the Airport Influence Area with the site identified and other sub-areas (such as Runway Protection Zone (RPZ), Extended Approach and Departure Areas (EADA), and the 65 dnL noise contour). Document Location:
  - c. Avoidance and mitigation of hazards.** Describe avoidance or mitigation measures that are proposed to address identified hazard(s) and provide a map locating the hazards. Examples of health and safety hazards are:
    - i. areas containing high pressure gas lines or high voltage lines;
    - ii. land on or adjacent to Superfund or hazardous waste sites;
    - iii. land on or adjacent to abandoned landfills, mines, well, waste sites or sewage treatment plants;
    - iv. areas identified as a high seismic hazard, including earthquake fault lines;
    - v. areas of land instability, ground subsidence or unstable soils;
    - vi. avalanche or rock fall;
    - vii. areas prone to ice jams
    - viii. areas susceptible to dam failure;
    - ix. areas within the Wildland Urban Interface per Section 7.6.10.1 (requires Fire Hazard Assessment, Appendix C).

- d. **Nuisances.** If the proposed subdivision contains on-site or nearby off-site land uses that create a nuisance (such as noise, dust, smoke, or unpleasant odors), identify such nuisances and describe avoidance or mitigation measures that are being proposed to address them:

**6. COMMUNITY IMPACT REPORT & IMPACT ON LOCAL SERVICES:** Answer the questions below.

Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to local services:

- a. **Transportation facilities – motorized and non-motorized.** Describe the proposed subdivision's motorized and non-motorized facilities.
- i. **Bridges and culverts.** Describe characteristics such as location, name, type, width, design load, and vertical clearance, of any existing or proposed bridges or culverts within the subdivision or on roads providing access to the subdivision.
  - ii. **Non-motorized transportation facilities.**
    - 1. Describe existing non-motorized transportation facilities that will serve the proposed subdivision:
    - 2. Describe proposed non-motorized transportation facilities that will serve the proposed subdivision:
  - iii. **Bus Routes.** Provide a map showing the locations of any bus stops and turnarounds for school buses and public transit, or provide a narrative description of bus routes in lieu of a map. If the project is located on an existing school bus route, show the route and the nearest bus stop relative to the proposed subdivision. If a bus stop is proposed within the subdivision, indicate the type and location on a Supplemental Data Sheet.  
Map location:
  - iv. **Roads.** Complete the following table to describe current conditions and, if applicable, any proposed improvements to roads serving the subdivision. If necessary, provide information about additional roads on a separate sheet.

|   |  |  |  |  |
|---|--|--|--|--|
| Road Name:  |  |  |  |  |
| Onsite or offsite:                                      |  |  |  |  |
| Right-of-way type:<br>(public/private)                  |  |  |  |  |
| If public, state the jurisdiction:                      |  |  |  |  |
| Right-of-way width:                                     |  |  |  |  |
| Surface type:<br>(gravel, chip-seal, asphalt)           |  |  |  |  |
| Surface width:  |  |  |  |  |
| Shoulder width, if applicable:                          |  |  |  |  |
| Maximum grade:  |  |  |  |  |
| Road length:  |  |  |  |  |
| Maintenance responsibility:<br>(County, private)        |  |  |  |  |
| Maintenance agreement, if private:<br>(yes, no, or N/A) |  |  |  |  |
| Curbs/gutters:  |  |  |  |  |
| Drainage swales:  |  |  |  |  |

|                                |  |  |  |  |
|--------------------------------|--|--|--|--|
| Sidewalk width:                |  |  |  |  |
| Trail width:                   |  |  |  |  |
| Boulevard width:               |  |  |  |  |
| Bike lane width:               |  |  |  |  |
| Estimated time for completion: |  |  |  |  |

1. **Year-round access.** If year-round vehicular access to all lots and common facilities within the subdivision is not provided, explain why:
2. **Arterial access.** If access to any individual lot is directly from an arterial street or road, explain why access was not provided by means of a road with a lesser classification:
3. **Private road access.**
  - A. Does access to the property cross any private properties not owned by the subdivider or property owner?
    - i. If access to the subdivision is across private property not owned by the subdivider, provide a list labeled "Legal Access" containing the names and owners of those properties. Include documentation of perpetual legal access (including but not limited to easements, agreements, and access permits or other forms of access permission) or describe how perpetual legal access will be obtained prior to the filing of the final plat. The documentation must be sufficient to demonstrate perpetual legal access. The information must be provided for any access routes required by Section 3.4.3 and Section 3.4.4.  
Document Location:
  - B. Are private roads proposed?  
If yes, include a private road maintenance plan in a development agreement or draft covenants.  
Document Location:
4. **Traffic impact narrative:**
  - A. What is the expected increase in the number of automobile trips per day that the proposed subdivision will generate? For traffic estimates, please reference the most recent edition of *Trip Generation: An ITE Informational Report*.
  - B. Identify all existing transportation corridors, (including bicycle and pedestrian routes) within a quarter-mile radius of the project and provide a summary describing how this project is likely to impact those transportation corridors.
  - C. What are the planned improvements to existing public and private access roads to mitigate the impacts anticipated from this subdivision?
5. **Street and road plans,** including at a minimum, the following information:
  - A. Using a supplemental sheet as a base map show the following:
    - i. Street names
    - ii. Right-of-way widths
    - iii. Surface widths
    - iv. Street grades
    - v. Type and location of sidewalks and curbs/gutters
    - vi. Locations and characteristics of bridges and culverts
    - vii. For cul-de-sac streets, provide the widths of turn-around radii, minimum right-of-way widths at turn-arounds, minimum surface widths at turn-arounds and total length
    - viii. Number and location of on-street parking spaces, if applicable

- B. **Typical cross sections** including pavement and base thickness for each type of proposed road or road improvement proposed within the subdivision and adjacent to the subdivision which serves the subdivision.  
Document Location:
- C. **Road profiles** for all proposed streets and roads which have grades exceeding seven (7) %.  
Document Location:
6. **Grading and drainage plans**, including at a minimum the following information:
  - A. Provide a report that contains a description and calculations of the proposed storm drainage plan for a system designed to detain / retain the 100-year frequency, 24-hour storm on site using the SCS Type 2 Rainfall Distribution.  
Document Location:
  - B. Provide storm drainage information as required in Section 9 of the Public Works Manual, per Missoula County Subdivision Regulations Section 7.6.5.:  
Document Location:
7. **Traffic study.** If the proposed subdivision creates more than 50 residential lots, or multi-family or commercial development opportunities, per Section 7.4.7, submit a Traffic Study. The study must address the current capacities of adjacent roads and nearby intersections and provide an analysis of level of service (LOS) changes that will occur as a result of the development of the proposed subdivision. Identify proposed measures that will maintain the level of service on affected roads and highways.
8. **Coordination of roads.** Describe how the subdivision provides for coordination of roads within subdivided land with other roads, both existing and planned, per 76-3-603(d), MCA & 76-3-501, MCA:
  - A. Describe whether or not the proposed subdivision provides an opportunity to connect subdivision roads to an existing road network, or a future road for which plans have been approved by the governing body, or land that has the potential for future subdivision per Section 3.4.6.3.
  - B. Describe rights-of-way or easements required to meet the requirements of Section A above, or to make connections with adjacent undivided or subdivided land per Section 3.3.3.2.
9. **Right-of-way Easements.** Describe the dedication of land for roadways and for public utility easements or the provision for right-of-way easements, per Sections 3.8.3-3.8.7; 7.4.7, 7.4.9, and 7.6.11.
- b. **Utilities and Services:** Provide a narrative that identifies existing and proposed utilities in relation to the subdivision:
  - i. **Service providers.** List the following service providers and, if applicable, how the service will be provided:
    - Electricity:
    - Telephone:
    - Natural Gas:
    - Cable TV:
    - Broadband/Internet:
    - Solid Waste Collection and Disposal:



ii. **Over-head utilities.** If any utilities are proposed to be over-head, explain why:

iii. **Utilities Plan**, including, at a minimum, the following information:

1. Existing and proposed utilities located on and adjacent to the tract, including:
  - a. The approximate location, size and depth of sanitary and storm sewers, or the location of septic tanks, subsurface treatment systems, replacement areas, detention/retention basins, and irrigation and storm drainage ditches.
  - b. Approximate location, size and depth of water mains, water lines, wells, and fire hydrants if within 500 feet.
2. Existing and proposed location of gas lines, electric, cable TV, and telephone lines and street lights.

Document Location:

c. **Water supply:** Provide a narrative that describes the proposed water supply and any relationship to existing water wells, mains or systems.

i. **Water system.** Identify and describe the type of water supply planned for household use (such as, an existing public or multi-family system, new public or multi-family system or individual system):

ii. **Nearest public water main.** How far is the proposed subdivision boundary from the nearest public water main?

iii. **Description of use.** Describe how water will be provided for household use:

iv. **Capacity.**

- a. How many gallons per day of water will the proposed subdivision require?
- b. Is the water supply sufficient to meet the needs of the anticipated, final population of the subdivision?
- c. Are there any anticipated effects on existing water systems or wells within the area?

v. **State standards.** Indicate whether the plans for water supply meet the standards of MDEQ for quality, quantity and construction criteria:

vi. **Existing public system.**

- a. Does the subdivider propose to connect to an existing water system?
- b. If so, provide the following information:
  1. Identify and describe the existing water system:
  2. Provide written evidence that permission to connect to that system has been obtained.  
Document Location:
  3. State the approximate distance to that system:
  4. State the cost of extending or improving the existing water system to service the proposed development:
  5. Show that the existing water system is adequate to serve the proposed subdivision:

vii. **New public system.**

- a. Will a separate public water system be installed?
- b. If so, provide the following information:

1. Who will install the system?
2. When it will be completed?
3. Who will administer and maintain the system at the beginning of subdivision development?
4. Who will administer and maintain the system when the subdivision is completed?
5. Evidence that the water supply is adequate in quantity, quality, and dependability (75-6-102, MCA):

**viii. Individual system.**

- a. Will individual water systems be provided?
- b. If so, describe the adequacy of supply of the ground water for individual wells or cisterns and how this was determined:

**d. Sewage disposal:** Provide a narrative that describes the proposed method of sewage disposal, and any relationship to existing sewer mains or systems:

- i. Identify and describe the type of sewage disposal system planned for the subdivision:
- ii. How far is the proposed development boundary from the nearest public sewage system main?
- iii. Is the property currently within a Waste Water Treatment Facilities Area?
  1. If yes, provide the name.
  2. If no, will the property be required to annex into a Waste Water Treatment Facilities Area?

**e. Schools:** Provide a narrative that identifies the adverse impacts and describe proposed avoidance and mitigation efforts that will be used to reasonably minimize potentially significant adverse impacts to schools:

- i. Identify the name of the schools and school districts (elementary and secondary) that will serve the proposed subdivision:
- ii. Estimate the number of school-aged children this subdivision is likely to add to the district:

**f. Emergency Services:** Provide a narrative that identifies emergency services response to the subdivision. Details should include mitigation of impacts regarding fire protection and the subdivision's relationship to the Wildland Urban Interface, if applicable:

- i. Complete the table below:

|                   | Name of service provider | Distance between service provider and proposed subdivision |
|-------------------|--------------------------|--|
| Fire protection   |                          |  |
| Police protection |                          |  |
| Ambulance         |                          |  |

- ii. How will water supply for fire protection be provided? Please provide a Fire Suppression Plan in accordance with Section 7.4.3.
- iii. Is the property, or any portion of the property, located within the Wildland Urban Interface?
- iv. If the property is located within the Wildland Urban Interface, and has moderate or higher risk of wildfire in accordance with Appendix C, Fire Hazard Assessment, please describe how this hazard will be mitigated per Sections 7.4.6 and 7.6.10.
- v. If the proposed subdivision is not within a fire district or Fire Protection Area, provide an application for annexing into the appropriate fire district, or evidence of structure fire response from an organized fire district or emergency services entity.
- vi. If the subdivision is within the Wildland Urban Interface, does the subdivision design include more than one access route providing ingress and egress from within the subdivision per Section 3.5.8 that meets the standards for minimum width, vertical clearance and sub-grade contained in Article 3.5.7 to provide for emergency travel?

**g. Housing:** Answer the questions below.

- i. Describe the total number of dwellings anticipated by type (such as single dwelling, multiple dwelling, or mobile home).
- ii. Estimate the market cost of the dwellings and rents for rental units in this subdivision.
- iii. What is the approximate average number of bedrooms per dwelling unit anticipated for the subdivision?
- iv. What is the expected date of full development and occupancy for this subdivision?

**i. Open space and parkland dedication:** Answer the questions below.

- i. **Open spaces:** Describe the proposal for parkland dedication per Sections 3.10.2 and 7.4.3.
- ii. **Park land:** Complete the table below to calculate the park dedication requirement for the subdivision:

|                               | Lots less than a half-acre | Lots 0.5 – .99 acre | Lots 1.0 – 2.99 acres | Lots 3.0 - 5.0 acres | Lots >5.0 acres | Total |
|-------------------------------|----------------------------|---------------------|-----------------------|----------------------|-----------------|-------|
| Number of lots                |                            |                     |                       |                      |                 | NA    |
| Total acreage in lot category |                            |                     |                       |                      |                 | NA    |
| Park dedication requirement   | 11.0%                      | 7.5%                | 5.0%                  | 2.5%                 | 0%              | NA    |
| Park dedication requirement   |                            |                     |                       |                      |                 |       |
| Total parkland proposed       | NA                         | NA                  | NA                    | NA                   | NA              |       |

- 1. How will the parkland requirement be satisfied (such as public parkland dedication, common area deeded to a property owner's association, previous parkland dedication, cash in-lieu, or waiver of dedication)?

2. If common area is proposed, provide a description of the proposed park and recreation facilities, maintenance and development schedule. Describe how park and recreation facilities will be installed and maintained. Common areas must be installed, inspected, and approved prior to being turned over to the Homeowners' Association.
3. If cash-in-lieu is proposed, describe the circumstances that make the parkland dedication impracticable or undesirable. At the time the final plat is filed, an appraisal of the fair market value of the un-subdivided, unimproved amount of land that would have been otherwise dedicated to parkland will be required to be provided by the subdivider.
4. If the parkland requirement will be satisfied through a previous dedication, describe the original dedication and demonstrate how the previous dedication meets the requirements for this proposal.
5. If this is a Mobile Home Park Subdivision, RV Park Subdivision, Townhouse or Condominium Subdivision, have plans been made to develop a recreation area?
  - a. If yes, how much land (indicate acres or square feet) is proposed as a recreation area?

**K. PRELIMINARY PLAT REQUIREMENTS:** Preliminary plat submittals must conform to the requirements of Chapter 7 of the Subdivision Regulations. The following list is provided in order to assist applicants in preparing preliminary plats; however, it is not intended to be an all-encompassing or exclusive list.

1. **Preparation:** The plat must be prepared by a professional land surveyor licensed to practice in the State of Montana.
2. **Format:** The size of the plat must be 18" x 24" or 24" x 36" with a 1½" margin on the binding side and should be folded to 9" x 12". Each sheet shall show the number of that sheet and the total number of sheets included.
3. **Identifying Information:** The following identifying information must be clearly indicated on the plat.
 

|  |  |
|--|--|
| <input type="checkbox"/> Subdivision or development name | <input type="checkbox"/> Names of owner(s) of record and subdivider(s) |
| <input type="checkbox"/> Legal description               | <input type="checkbox"/> Date plat was drawn                           |
| <input type="checkbox"/> North arrow                     |  |
| <input type="checkbox"/> Scale used on the plat          |  |
4. **Survey Information:** The following survey information shall be shown on the preliminary plat or shall be contained in a written statement or supplementary drawing accompanying the preliminary plat:
  - ☐ Exterior boundaries of the platted tracts;
  - ☐ Approximate location of all section or legal subdivision corners pertinent to the subdivision boundaries. Township, range, principal meridian, section and quarter section(s) if portion of a section, or other general legal description;
  - ☐ Approximate dimensions and area of each lot. Lots and blocks shall be designated by number and area.
  - ☐ All streets, alleys, avenues, roads, and highways and the proposed width of each, with existing and proposed street names;
  - ☐ The area, locations, boundaries, and dimensions of all parks, common areas, and other areas dedicated for public use;
  - ☐ The total gross area of the subdivision and the total net area, exclusive of public areas and rights-of-way;
  - ☐ Existing and proposed infrastructure and proposed utilities located on and adjacent to the tract, including:
    - The approximate location, size, and depth of the nearest sanitary and storm sewers;

- The approximate location, size, and depth of water mains and fire hydrants if within 500 feet; and
  - The approximate location of the nearest gas lines, electric and telephone lines, and street lights.
- ☐ Ground elevations of the tract: elevations and benchmarks. Contour intervals shall be vertical intervals of two (2) feet where the average slope of the subdivision is less than ten (10) percent and at intervals of five (5) feet where the average slope of the subdivision is ten (10) percent or greater;
  - ☐ The approximate location of all existing buildings, structures and improvements, roads, and other land uses;
  - ☐ Approximate location and identification of all existing and proposed private and public easements and rights-of-way, including descriptions of their widths and purposes;
  - ☐ Existing and/or proposed irrigation ditch easements;
  - ☐ Proposed locations of intersections, other access points and access control lines for any subdivision requiring access to major highways or thoroughfares, including those under state jurisdiction;
  - ☐ Identified hazard areas shall be prominently shown on the subdivision plat and in other records of conveyance;
  - ☐ Any proposed "No-Build Zones" and "No-Build/No-Alteration Zones";
  - ☐ The area of the subdivision within the FEMA-designated floodway and/or flood-fringe, or Shaded Zone X, if applicable;
  - ☐ Plans for such landscaping and street planting as may be required;
  - ☐ The location of all bus stops and/or turnarounds; and
  - ☐ The zoning of the proposed subdivision and adjacent property.