



LINCOLN COUNTY PLANNING DEPARTMENT

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SUBDIVISION APPLICATION - CHECKLIST

Each numbered item is considered an "element" for initial review and any item checked "NO" or "N/A" must be as applicable @

Subdivision Type: Major Subsequent Minor First Minor

Subdivision Name: _____ Number of Lots: _____

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YES	NO	N/A	#1. Preliminary Plat Map (in the following sizes and with the following information on the face of the plat)
			One (1) 24 x 36 in size
			One (11) 11x17 in size
			One (1) 8.5x11 in size
			Subdivision Name
			Complete, Correct & Full Legal Description
			North Arrow
			Scale Bar
			Names of owner(s) of record and sub-divider(s)
			Date Preliminary Plat was drawn
			Exterior boundaries of the property to be subdivided
			Approximate location of all section or legal subdivision corners pertinent to the subdivision
			Approximate dimensions and area of each lot. Lots shall be designated by number and area (as applicable).
			All streets, alleys, avenues, roads and highways, included the proposed names.
			Area, locations, boundaries, and dimensions of all parks and common areas
			Total gross area of the subdivision and total net area of lots
			Ground elevations including elevations and benchmarks. Contour intervals shall be vertical intervals of two (2) feet where the average slope is less than 10% and at five (5) foot intervals where the average slope is greater than 10%.
			Approximate location and identification of all existing and proposed private and public easements and right-of-ways, including descriptions of their widths and purposes.
			Existing and/or proposed irrigation ditch easements
			Proposed locations of intersections, and access control lines for any subdivision requiring access to major highways or thoroughfares.
			Identified hazard areas shall be prominently shown on the subdivision plat and in other records of conveyance.
			Any "No-Build / No-Disturbance" area
			The area of the subdivision within the FEMA-designated floodway and/or flood fringe, if applicable

YES	NO	N/A	#2. Project Summary
			A full description of existing site conditions and project proposal

			#3. Application / Environmental Assessment / Community Impact Report
			FIRST MINOR - Summary of Probable Impacts (included as part of Application) SUBSEQUENT MINOR / MAJOR*- Primary Review Criteria Questionnaire (Part 2 of Application) *majors may be required to submit additional information pursuant to MCA 76-3-603 & 608(3)

YES	NO	N/A	#4. Supplemental Maps <i>(can be combined or shown on the face of the preliminary plat)</i>
			A vicinity map showing the subject property and the area within 1000 feet of it.
			A map showing the relationship of the proposed subdivision to the adjacent property and roads to included: - The names of platted subdivisions and certificates of survey numbers - Ownership of adjacent lands, including those across public/private rights-of-way
			An aerial photograph showing the location of the proposed subdivision and area located within three hundred (300) feet of the subject property.
			Survey history of the subject property
			An Existing Conditions Map
			Other maps as a result of addressing the Primary Review Criteria

YES	NO	N/A	#5. Phasing Plan - <i>as applicable; with each phase numbered in the order they are proposed to be filed indicating:</i>
			Date each phase will be submitted for final plat review
			Improvements to be completed with each phase
			Amount of parkland dedication required for each phase and amount provided

YES	NO	N/A	#6. Street and Road Plans
			Typical cross-sections for each type of road proposed or road improvements
			Road profiles and cross-sections for all proposed streets and roads which have grades exceeding seven (7) percent cuts and fills exceeding three (3) feet
			Grades, surfaces and base thickness, and width
			Drainage facilities
			Street Names
			Minimum suite distances and curb radii at corners
			Locations and characteristics of bridges and culverts; and 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.

YES	NO	N/A	#7. Utility Plan <i>(showing existing & proposed infrastructure on and within 500 feet of the property, including) :</i>
			Approximate location, size and depth of nearest sewer and water mains
			Approximate location and size of wells and fire hydrants
			Approximate location of nearest electric and telecommunication services

YES	NO	N/A	#8. Water and Sanitation <i>(The state of Montana [MCA 76-3-622] requires subdividers provide the following water and sanitation information for any new subdivision that will include a new water supply system or new wastewater facility. Attach a separate document entitled, "Water & Sanitation Report" or DEQ Application, containing:</i>
			A vicinity map or plan that shows: Floodplains; surface water; springs; and irrigation ditches within 100 feet of the exterior property line of the subdivision and on the proposed lots Existing, previously approved and proposed water wells and wastewater treatment systems including mixing zones for the subdivision The representative drain-field site used for the soil profile description; and Any public water and sewer facilities within 500 feet of the exterior property line of the subdivision
			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 water and sewer facilities.
			A conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet (1:200) that shows all information required for a lot layout in rules adopted by the DEQ pursuant to MCA 76-4-104. Must include a scale bar

YES	NO	N/A	#8. Water and Sanitation cont'd
			Evidence of suitability for new on-site wastewater treatment systems that, at a minimum, include:
			A soil profile description from a representative drain-field site identified on the vicinity map that complies with standards published by the DEQ
			Demonstration that the soil profile contains a minimum of four (4) feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater treatment system and a limiting layer; and
			In cases in which the soil profile or other information indicates that ground water is within seven (7) feet of the natural ground surface, evidence that the ground water will not exceed the minimum vertical separation distance of four (4) feet
			For new water supply systems, unless cisterns are proposed, evidence of adequate water availability:
			Obtained from well logs or testing of onsite or nearby wells
			Obtained from information contained in published hydro-geological reports; or
			As otherwise specified by rules adopted by DEQ pursuant to MCA 76-4-104
			Authorized Notice to Appropriate Water from DNRC (Form 602); Notice of Intent must be filed first (Form 602i)

YES	NO	N/A	#9. Slope Map
			A topographical map showing slopes corresponding to Table 4 on p. 33 of the regulations

YES	NO	N/A	#10. Additional Material (as applicable)
			In areas where there is potential for landsliding, slope instability or high ground water, provide a report by a qualified soil or geotechnical engineer indicating the locations, character, and extent of all areas subject to said hazards.
			When evidence of high groundwater or unstable soil is present provide a groundwater drainage mitigation plan prepared by a licensed professional engineer to mitigate the problem.
			Floodplain Analysis
			Fire Risk Assessment
			Traffic Impact Analysis, if the proposed project generates 400 or more ADT on any one road based on a trip distribution analysis.
			If access to the subdivision is across private property not owned by the subdivider, provide evidence of legal access or describe how it will be obtained prior to filing the final plat.
			Existing Covenants
			Variance Requests

YES	NO	N/A	#11. Covenants
			If common property is to be deeded to a property owners' association (e.g. HOA), the covenants and by-laws which govern the association must, at a minimum, provide for the following:
			Transition of control of the association from the Declarant to the homeowners
			Formation of an owners' association and filing of the Articles of Incorporation with the Secretary of State's office;
			Mandatory membership for each property owner. Purchasers of property may also be required to sign a waiver of right to protest the formation of a maintenance district to maintain improvements.
			Perpetual reservation of the common property when required under MCA 76-3-621(6)(a);
			Payment of liability insurance premiums, local taxes, and maintenance costs for recreational or other facilities
			Placement of liens on the property of lot owners who are delinquent in the payment of association fees and assessments
			Adjustment of assessments to meet changing needs

YES	NO	N/A	#11. Covenants cont'd
			Means of enforcing the covenants, and of receiving and processing complaints
			Dissolution of the association and modification of the covenants and restrictions after obtaining the governing body's approval of the change; and
			Regular maintenance of roads, parks, buildings, drainage facilities, and other facilities controlled by the association
			A section identifying covenants cannot be changed without the governing body's approval. Such provisions may include:
			Noxious Weed Plan
			WUI Guidelines
			Riparian Buffer Area

YES	NO	N/A	#12. Road Maintenance Agreement - A preliminary road maintenance agreement (RMA) is required for all private roads and common accesses providing legal access to lots within the subdivision and must address the following:
			Description of the parcels that are subject to the agreement
			Sections of the road(s) or access locations subject to RMA;
			The RMA is binding to any person having an interest in a parcel subject to the RMA;
			Any person providing public utilities may use the utility easements for such purposes;
			Decisions to undertake any road maintenance is the responsibility of the landlords and shall be based on the majority vote (over 50%) of the parties to this agreement;
			Parties eligible to cast a vote (one vote per parcel);
			How the costs of maintenance will be assessed (equally or disproportionately) to the parties in the RMA;
			The amount to be assessed in the event that a party subdivides a parcel that is subject to the RMA;
			In the event that an assessment becomes delinquent, the assessment and interest and the cost of collection shall become a continuing lien on the lot;
			The RMA is perpetual and cannot be rescinded unless the county or state agrees to maintain the roadway described in the agreement;
			Maintenance of dust control, snow removal, maintenance of storm water discharge facilities, ordinary maintenance and reconstruction if necessary. The RMA shall also include on-street parking enforcement as applicable.
			The agreement may be amended, except that it may not be amended to be less strict or less inclusive; and
			Notary statements

By marking this checkbox, I agree to allow the Lincoln County Planning Department to send copies of correspondence to any and/or all affected parties to this application.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Consultant's Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Preliminary Plat Checklist Complete (Yes / No): _____

Planning Staff Signature: _____ Date: _____