



LINCOLN COUNTY PLANNING DEPARTMENT

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SUBDIVISION PRE-APPLICATION MEETING REQUEST FORM

Submit this form and attachments, including proposed division, to one of the above addresses. Upon receipt, the planning staff will schedule a meeting within 30 days to discuss your project.

The subdivider must submit their application packet within 180 days of the pre-application meeting, or a new one will be required.

Proposed Subdivision Name:							
Subdivider Name(s):							
Landowner Name(s), if different:							
Legal Description:							
Property Address: (if available):							
Subdivision Type:	First Minor		Subsequent Minor		Major		
Development Land Use:	Single Family		Commercial				
No. of Lot(s):			Total Acres:				
Consultant/Surveyor:							
Email/Phone:							

A: GENERAL SUBDIVISION QUESTIONS

Yes **No**

- ☐ ☐ Verified with the Clerk & Recorder for any covenants associated with your property?
- ☐ ☐ If so, is further division allowed on your property? (i.e., no restrictions)

***** If no, you are unable to start the subdivision process*****

What is the current land use of the proposed subdivision: _____

What is the land use of the adjacent properties to the subdivision: _____

- ☐ ☐ Will you be requesting a variance with the subdivision application?
If so, from which provision of the regulations? _____
- ☐ ☐ Have you contacted the Lincoln County Health Dept. and Asbestos Resource Program (Libby/Troy) to verify property evaluation status?
- ☐ ☐ Are you covered for structural fire protection? Which Dept: _____
- ☐ ☐ Will you be requesting that a FRA (Fire Risk Assessment) be waived?
- ☐ ☐ Are there existing structures on the property?

Amt:: _____ Type(s): _____

B: ROAD & ACCESS QUESTIONS

Yes No

What Type of road will the subdivision be accessed by a:

☐ Private ☐ County ☐ City ☐ USFS/RFD ☐ State ☐ Other

☐ ☐ Does the access road have an existing name: _____

What is the easement width: _____ What is the surface width: _____

☐ ☐ If access road is private, do you have legal easement to use the Private Road (provide documentation)

☐ ☐ Will the proposed Subdivision create new private roads?

How many? _____

How far is the subdivision from the nearest community? _____

C: WATER QUESTIONS

Yes No

☐ ☐ Is there surface water **IN** the subdivision?

What type? (pond, creek, river, etc): _____

Name of waterway: _____

☐ ☐ Is there surface water **NEAR** the subdivision?

What type? (pond, creek, river, etc): _____

Name of waterway: _____

Where is it located in relation to property? _____

☐ ☐ Is the property in a FEMA Floodplain?

What is the FEMA FIRM Map Panel No: _____

☐ ☐ Do you have water rights to the property?

☐ ☐ Are there any irrigation ditches or natural drainage areas within the subdivision?

Describe the type and location _____

☐ ☐ Are you within the Glen Lake Irrigation District (GLID)?

☐ ☐ Have you contacted them to verify their infrastructure or easements related to your property?

☐ ☐ Will your development disturb one (1) or more acres of soil (either during preliminary or construction?)

D: TOPOGRAPHY (IF KNOWN):

Yes No Acres over 30% slope: _____

E: Items to be attached with Pre-Application

- ☐ **11x17 Conceptual Drawing / Plat Map to include, but not limited to, the following:**
Showing approximate boundaries, dimension, areas and distance, access, existing structures, adjacent subdivision names, natural features (slopes, riparian areas, floodplain, etc.), COS #'s, proposed lot boundaries, and access from proposed subdivision to an existing public road.

☐ **Existing Covenants & Deed Restrictions**

☐ **Vicinity Map with subject property highlighted**

☐ **Aerial Photograph with subject property highlighted**

☐ By marking this checkbox, I, the developer/surveyor, understand that this pre-application meeting is for informational purposes in helping to identify potential issues that are recommended to be addressed during the subdivision review process.

Consultant/Surveyor Signature _____

Date _____

Developer/Owner Signature _____

Date _____

Date Received by Planning:		Date of Pre-App:	
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