



# SUBDIVISION PRELIMINARY PLAT APPLICATION

Community Development Department, Planning Division

316 North Park Avenue, Room 445, Helena, MT 59623

406-447-8490; [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

Date received:

APPLICATION FEE:  
Major subdivision -\$400 + \$15/lot, Minor Subdivision -\$400  
(PAYABLE TO THE CITY OF HELENA)  
ALL FEES ARE NON-REFUNDABLE

**PROPERTY OWNER:** *Primary Contact?*

Name: \_\_\_\_\_ Primary Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**APPLICANT** (If different from property owner): *Primary Contact?*

Name: \_\_\_\_\_ Primary Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Company: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** *Primary Contact?*

Name: \_\_\_\_\_ Primary Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Company: \_\_\_\_\_

**Name of proposed subdivision** \_\_\_\_\_

Geocode \_\_\_\_\_

Provide the current deed & plat 05-1887-26-2-20-01-0000, 05-1887-26-2-14-01-0000

Are there other related Land Use Applications being submitted: Yes  No

If yes, what other applications \_\_\_\_\_

Gross area of subject property \_\_\_\_\_(acres/sq. ft.)

Number of existing lots:\_\_\_\_\_ Number of new lots: \_\_\_\_\_

Current land use: \_\_\_\_\_

Will the development be phased? Yes  No

See attached checklist (Section 12-2-3 Helena City Code) for additional items to be filed with this application.

Submit proof of current paid taxes

**I HEREBY CERTIFY AND ACKNOWLEDGE THE STATEMENTS IN THIS APPLICATION AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signed:  \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from Owner)

**IT IS RECOMMENDED THAT THE APPLICANT CONTACT NEIGHBORS TO INFORM THEM OF THIS PROPOSED SUBDIVISION AND IDENTIFY ANY CONCERNS THAT THE APPLICANT MAY BE ABLE TO ADDRESS.**

**Omission of any of this information may delay the processing of the subdivision plat application. Any subdivider desiring to subdivide land pursuant to this title shall present a preliminary plat application to the Planning Division showing all pertinent features of the proposed subdivision and all proposed improvements. Please note: "N/A" is not an acceptable answer alone and requires an explanation if used.**

**APPLICATION INSTRUCTIONS for both Major and Minor Subdivision preliminary plats:**

**All preliminary plat applications must include the following information per 12-2-3 CC:**

- 1. The subdivider must provide one electronic PDF copy of a complete and sufficient application that contains all the elements listed in this section containing all appropriate signatures and application fee;
- 2. Analysis of how the proposed subdivision complies with the growth policy;
- 3. An aerial photograph or a vicinity map with an outline of the subdivision clearly indicated thereon showing:
  - a. The names of adjoining platted subdivisions and numbers of adjoining certificates of survey previously recorded;
  - b. Proposed or present rights-of-way to the subject subdivision;
  - c. Location of utilities and railroad rights-of-way; and
  - d. Any existing or proposed zoning covering the area proposed for subdivision and adjacent properties.
- 4. A site plan showing the following information to determine compliance with zoning:
  - a. The location of all existing structures, including dimensions and size;
  - b. A description of land uses proposed for the subject property and adjacent properties;
  - c. The distance of any existing structure from proposed lot lines (setbacks);
  - d. Location and number of any required parking spaces for existing uses; and
  - e. Location and size of any required landscaping areas for existing uses.
- 5. A legal description of the subject property, a copy of the currently filed plat or certificate of survey, and the last recorded deed for the subject property;
- 6. The names and addresses of owners of record of adjacent property and each purchaser under contract for deed of property immediately adjoining the land proposed to be subdivided;
- 7. Written permission for the subdivider's designated agent to represent the property owner and subdivider and to receive correspondence regarding the subdivision;
- 8. A copy of any existing deed restrictions and covenants associated with the subject property;
- 9. A copy of any existing conservation easements;
- 10. Completed zoning and subdivision variance applications, if applicable;
- 11. Any ordinances or resolutions, such as alley or street closures, that specifically impact the plat;
- 12. A description of any existing or proposed stream bank or water channel alteration, and any proposed construction or modification of water channels, including information about location, extent, type, and purpose of alteration;

- 13. A description of the location and amount of any proposed cut or fill more than three feet (3') in depth from original grade, and identify each on a plat overlay or sketch map;
- 14. A soil survey map and the most recent interpretations of soil suitability for the proposed land uses;
- 15. A description of any mineral rights associated with the subject property and the proposed disposition of those rights;
- 16. A description of any water rights associated with the subject property, including ownership, volume or flow rate, source of water, point and means of diversion, period of diversion, type of beneficial use, and place of beneficial use;
- 17. A preliminary engineering report that contains:
  - a. Location and size of existing and proposed water and wastewater mains, and fire hydrants that will serve the subdivision;
  - b. Location of nearest water and wastewater mains if none are located on or adjacent to the tract;
  - c. Type, size and location of existing wastewater treatment facilities including septic systems;
  - d. The location and capacity of any new wastewater lift stations, water pump stations, and water reservoirs that may be required to provide service to the proposed subdivision;
  - e. The location of any existing lift stations, water pump stations, and water reservoirs that will be used to provide service to the subdivision;
  - f. The anticipated fire flow requirements of the subdivision and fire flows from existing hydrants; and
  - g. The anticipated volumes and flow rates of water and wastewater use resulting from the subdivision based on uses permitted by the applicable zoning district.
- 18. Transportation information that includes, at a minimum:
  - a. All existing and proposed streets, alleys, sidewalks, bike, or pedestrian trails, and right-of-way located on or adjacent to the subject property;
  - b. A description of how proposed transportation infrastructure will provide connectivity to the existing or planned transportation network and how the street designs are in compliance with the complete street policy;
  - c. Layout information and profiles for proposed rights-of-way including cross sections grade and curvatures, right-of-way width, and street names;
  - d. Proposed modification or relocation of existing rights-of-way;
  - e. An estimate of the daily traffic the subdivision will generate when fully developed based on uses and densities permitted by the property's zoning and the estimated traffic generation standards of the Institute of Transportation Engineers;

f. A traffic impact study whenever the subdivision is projected to generate two hundred (200) or more new vehicle trips per day based on the estimated standards of the Institute of Transportation Engineers. The traffic impact study must:

- (1) Provide current and anticipated traffic counts;
- (2) Provide anticipated traffic distribution within the transportation network;
- (3) Identify the current traffic level of service (LOS) and future LOS of streets and intersections in accordance with engineering standards;
- (4) If the subdivision will reduce the service of any intersection below level of service 'C' as defined by the Greater Helena Area transportation plan, the study must identify improvements or proposed mitigation needed to alleviate that decrease in service, or if the existing conditions are currently below level of service 'C', the study must identify improvements or proposed mitigation needed to maintain the existing level of service;
- (5) Explain how the proposed transportation system and improvements will affect existing facilities; and
- (6) Identify impacts to all modes of transportation and the proposed mitigation of those impacts.

g. For subdivisions that are projected to generate less than two hundred (200) new trips per day, submit information showing the capability of existing and proposed streets and non-motorized facilities to safely accommodate the increased traffic associated with the subdivision and describe proposed mitigation of any impacts;

h. Provide information on accommodation proposed to facilitate public transportation, including school buses;

i. Any existing or proposed easement documents that would provide legal access to the subdivision;

j. Identify the location and describe the facilities for stream or drainage crossings, and provide the design and weight capacity of any existing or proposed crossing that would be a part of the transportation system;

k. Provide a narrative explaining how the subdivision conforms to the long range transportation system identified in the officially adopted transportation plan; and

l. If a street or alley created by the plat will intersect and access a State or Federal right-of-Way, a copy of the notification to that entity of the anticipated access and the State or Federal response.

19. A description of the emergency services available to the residents of the proposed subdivision, street distance to the subdivision for all emergency services and estimated response times, and any site constraints that may impede delivery of emergency services.;

20. A site plan showing access to a solid waste collection location for lots with zoning that permit commercial, industrial, or multi-dwelling development;

21. If park land is required, an indication of the subdivider's preference for a land donation or cash in lieu and submit the following:

a. Submit calculations used to determine required park land dedication;

- b. If park land is proposed, describe any park land or open space to be dedicated with this subdivision, to determine the appropriateness of the dedication, include a plan for the park land indicating anticipated function, improvements, and the estimated cost of installation and maintenance of those improvements;
  - c. Identify existing recreational facilities that will serve the subdivision;
  - d. Indicate if a special district will be established to finance park improvements;
  - e. Indicate how the park land will be protected during infrastructure installation;
  - f. If the park land is proposed to provide multiple uses, such as part of the stormwater system, submit a plan describing the improvements to be installed to accommodate the additional uses of the park land;
  - g. Indicate if any of the proposed park land is critical wildlife habitat; cultural, historical, or natural resources; agricultural interests or aesthetic values; and submit documentation verifying the area's importance and the ability to provide for long term protection; and
  - h. If a land donation to a school district is proposed that is equal to the required park land amount, submit documentation verifying the land is adequate to be used for school facilities or buildings and showing acceptance of the land by the school district trustees.
22. A fire mitigation plan for any portion of the subdivision located in a high fire risk area, including identification of any access constraints;
23. A grading and stormwater or drainage plan that at a minimum includes;
- a. Contours with intervals of five feet (5') or less, and proposed drainage pattern;
  - b. How stormwater will flow from lots and be controlled and treated;
  - c. Whether stormwater will enter State waters and describe any proposed control measures, and acknowledgment that a stormwater discharge permit may be required;
  - d. Location of stormwater drains, existing drainage, and proposed drainage patterns prepared by a licensed engineer, showing calculations; and
  - e. Location of stormwater detention and retention ponds or treatment facilities, including who will maintain these facilities.
24. A stormwater pollution prevention plan that describes measures to minimize stormwater involve impacts during construction;
25. Base flood elevation data for subdivisions that have or will have more than fifty (50) lots or five (5) acres or more;
26. An estimate of the number of schoolchildren that will be added by the proposed subdivision, Describing the educational facilities that would serve this subdivision and the distance to each; indicate if bus stops will be provided and, if so, where;

- 27. A description of the utility companies that will serve the subdivision and any existing and proposed Utilities located north on and adjacent to the property, including the location of gas, electric, and telecommunication lines and streetlights;
- 28. A description of where postal boxes will be located and how they will be accessed;
- 29. When ownership of infrastructure improvements are intended to be transferred to the City affect a third-party easement, a copy of notification to that entity of the potential work within their easement;
- 30. When a tract of land is subdivided in phases, an overall development plan indicating the subdivider's intentions for development of the entire tract, including incremental provisions for utilities and estimated timing of construction; a subdivider applying for a phased development shall submit with the subdivision application an overall phased development preliminary plat on which independent platted development phases must be shown. Each phase must include a minimum of six (6) lots and the date of completion of each phase. Each phase must include:
  - a. A separate preliminary plat with the number of lots in that phase;
  - b. The location of proposed water and wastewater infrastructure needed to serve that phase and demonstrate how these systems can function independently and will provide for future connectivity;
  - c. The location of proposed stormwater infrastructure needed to serve that phase and demonstration how these facilities can function independently and will provide for future connectivity;
  - d. The location of proposed streets and non-motorized infrastructure needed to serve that phase and demonstration how the proposed motorized and non-motorized transportation network can function independently and will provide for future connectivity; and
  - e. The proposed park land dedication and demonstration how the dedicated park land can function independently.
- 31. An environmental assessment that contains the information required by section 76-3-603, Montana Code Annotated. The summary of probable impacts must contain a detailed analysis of each of the primary review criteria described in section 76-3-608, Montana Code Annotated, and as defined by the growth policy. The analysis must explain the reasoning behind all conclusions relative to the primary review criteria.

The following information must be shown on the preliminary plat:

- Title block that includes:
  - a. Name of subdivision;
  - b. Location;
  - c. A scale not exceeding one hundred feet per inch (100' per 1");

- d. North arrow;
- e. Date of preparation; and
- f. Name of preparer.
- The exterior boundaries of the platted tract;
- The location of all section corners or legal subdivision corners of sections pertinent to the subdivision's boundaries;
- A perimeter survey, including gross acreage and net acreage;
- All lots, blocks, and applicable tracts of land, designated by numbers and the approximate dimensions and area of each lot;
- Amended subdivision plats must cite the subdivision and the blocks and lots being amended;
- Legal and physical access to the subdivision and to each lot therein, including all existing and proposed streets and alleys, the width of rights-of-way of each with existing and proposed street names, and existing and proposed locations of intersections or other access points;
- The location, width, and purpose of all existing and proposed easements and rights-of-way and proposed public and private easements;
- The boundaries of applicable water body setbacks;
- All portions of the subdivision where the slope exceeds twenty five percent (25%), including areas where the slope may exceed twenty five percent (25%) due to the installation of streets, utilities, or other earthwork, as measured in five-foot (5') intervals, as special development areas. All lots in special development areas must show a building site, possible access to the site, and the length and grade of the access;
- The location of any known or possible objects of historic, archaeological, or aesthetic significance, or cultural sites or structures that may be affected by the proposed subdivision; and
- The location of any known hazards that could affect the development of the subdivision such as, but not limited to:
  - a. Geological hazards such as any rock outcroppings, cliffs, dropoffs, or faults;
  - b. High fire risk areas;
  - c. Areas of high to moderate risk of liquefaction;
  - d. Waterways, ditches, or canals;
  - e. Toxic or hazardous waste storage or disposal;
  - f. Mining activity;



g. High voltage power lines and high-pressure gas lines; and

h. If site location or previous use of the property may have resulted in soil contamination, a soil analysis must be provided, including lead levels, and if soil contamination exists, indicate proposed mitigation measures.

YES, the application has been determined to contain the checklist

OR

NO, the application has been determined to be incomplete. See the highlighted information on these pages.

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Date

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City Planner

If the application has been determined to be incomplete, you may schedule a follow-up meeting with the city planning staff to discuss the missing information. After the missing information has been submitted, city staff will review the information and determine if the application is complete per the time frames established in 76-3-604, MCA.

In the event the missing materials are not provided by the subdivider or subdivider's designated agent within one (1) year of notification to the subdivider or designated agent of the incomplete application, all submitted application materials will be returned to the subdivider or designated agent. Subsequent resubmittal of the subdivision application requires payment of a new application fee.

IT IS THE POLICY OF THE CITY COMMISSION NOT TO ACT ON A PROPOSAL IF THE APPLICANT/ APPLICANT'S REPRESENTATIVE IS NOT PRESENT AT THE COMMISSION MEETING.

City Planning Staff represents the City; staff cannot answer questions for the applicant.

Per 1-4-12 City Code, the taxes and assessments on the applicant's property, which is the subject of the proposed action, must be paid or payment of said taxes and assessments must be made a condition of final approval of said action by the City Commission.