



SUBDIVISION PRELIMINARY PLAT APPLICATION

Community Development Department, Planning Division

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

406-447-8490; 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?* **No**

Name: Mountain View Meadows, LLC Primary Number: 406.431.7305
ATTN: Mark Runkle
Address: 431 South Alice Street Other Phone: None
Helena, MT 59601
Email: markrunkle@hotmail.com

APPLICANT (If different from property owner): *Primary Contact?* **No**

Name: Same as applicant Primary Number: Same as applicant
Address: Same as applicant Other Phone: Same as applicant
Email: Same as applicant Company: _____

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

Name: Greg Wirth, PE Primary Number: 406.442.8594
Address: 3530 Centennial Drive Other Phone: None
Helena, MT 59601 Company: Stahly Engineering
Email: gwirth@seaeng.com

- X Name of proposed subdivision Craftsman Village of the Crossroads at Mountain View Meadows
- X Geocode 05-1888-35-1-01-01-0000
- X Provide the current deed & plat Included in Section 2.0
- X Are there other related Land Use Applications being submitted: **Yes**
If yes, what other applications Pre-Zone Application & Annexation by Petition
- X Gross area of subject property 32/1,393,920 (acres/sq. ft.)
- X Number of existing lots: 1 Number of new lots: 200+/-
- X Current land use: Aggregate processing and crushing
- X Will the development be phased? **Yes, three (3) phases are proposed**
- X See attached checklist (Section 12-2-3 Helena City Code) for additional items to be filed with this application. **The application checklist is provided with narrative responses**
- X Submit proof of current paid taxes. **Included in Section 16.0.**

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: Mark L Rumble Date: 7/6/2022
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:**

- X 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;

A complete, signed application is included in Section 1.0. The review fee is provided with this application.

- X 2. Analysis of how the proposed subdivision complies with the growth policy;

A Growth Policy Analysis Memo is included in Section 18.0.

- X 3. An aerial photograph or a vicinity map with an outline of the subdivision clearly indicated thereon showing:

Aerial photograph and vicinity maps are included in Section 5.0.

- X a. The names of adjoining platted subdivisions and numbers of adjoining certificates of survey previously recorded;

Adjoining platted subdivisions and certificates of survey are shown on the Preliminary Plat, included in Section 8.0, and include Craftsman Village Phase 7 of the Crossroads at Mountain View Meadows (Doc. No. _____), Tract -1 (Doc No. 3015742), Tracts A and B (Doc No. 3071704), East Helena School District Tract D-1 (Doc No. 3115842), the Amended Plat of Phase A of Aspen Park at Mountain View Meadows (Doc No. 3173426), Uplands Phase 1 (Doc. No. 3305702), Craftsman Village Phase 3 of the Crossroads at Mountain View Meadows (Doc. No. 3312862), Craftsman Village Phase 5 of the Crossroads at Mountain View Meadows (Doc. No. 3321786), the Amended Plat of Craftsman Village Phase 1 of the Crossroads at Mountain View Meadows (Doc. No. 3368415), and Craftsman Village Phase 6 of the Crossroads at Mountain View Meadows (Doc. No. 3386391). Adjoining subdivision plats and certificates of survey may be included in Section 2.0

- X b. Proposed or present rights-of-way to the subject subdivision;

Present Rights of way include Alpine View Drive to the west and south, Adam Run Avenue, Travis Avenue, Jeannette Rankin Drive, Alexis Avenue, and Stacia Avenue to the west. Rights of way are shown on the Preliminary Plat, included in Section 8.0

- X c. Location of utilities and railroad rights-of-way; and

Utility locations and rights of way are located along Alpine View Drive, Adam Run Avenue, Travis Avenue, Jeannette Rankin Drive, Alexis Avenue, and Stacia Avenue. No railroad rights of way are present. Rights of way are shown on the Preliminary Plans, found in Section 7.0, and the Preliminary Plat, found in Section 8.0.

- X d. Any existing or proposed zoning covering the area proposed for subdivision and adjacent properties.

The proposed subdivision is currently zoned Urban Residential Mixed Used in Lewis and Clark County. Adjacent properties are zoned R-4 in the City of Helena, and Industrial in the City of East Helena. The Zoning Maps are included in Section 5.0.

The proposed zoning for the subdivision is R-U, Residential Urban.

- N/A 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.

There are no existing structures on the property

- X 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;

The last recorded deed being Quit Claim Deed (Doc. No. 3200063), with legal description of the property, and the Plat of Craftsman Village Phase 7 of the Crossroads at Mountain View Meadows Subdivision (Doc. No. TBD) is included in the Property Information Section 2.0.

- X 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;

Names and addresses of owners of record for the adjacent properties is included in the Adjacent Ownership Information Section 4.0.

- X 7. Written permission for the subdivider's designated agent to represent the property owner and subdivider and to receive correspondence regarding the subdivision;

Written permission from Mountain View Meadows, LLC designating Stahly Engineering and Associates as the subdivider's agent is included in Section 6.0.

- N/A 8. A copy of any existing deed restrictions and covenants associated with the subject property;

There are no known deed restrictions or covenants associated with the subject property.

- N/A 9. A copy of any existing conservation easements;

There are no known conservations easements associated with the subject property.

X 10. Completed zoning and subdivision variance applications, if applicable;

A Pre-Zone and subdivision variance application is included in Section 1.0.

N/A 11. Any ordinances or resolutions, such as alley or street closures, that specifically impact the plat;

There are no known ordinances or resolution that specifically impact the plat.

N/A 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;

There are no water bodies are present and no alterations proposed.

X 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;

Locations and amounts of proposed cuts and fills more than three feet (3') are shown on the grading plan included in the Preliminary Plans in Section 7.0.

X 14. A soil survey map and the most recent interpretations of soil suitability for the proposed land uses;

A soil survey map is included in Section 14.0.

X 15. A description of any mineral rights associated with the subject property and the proposed disposition of those rights;

A Montana DNRC Mineral Lease Search was conducted on 7.1.2022 and no mineral rights were discovered or identified. There are no known mineral rights associated with the subject property.

X 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;

A Montana DNRC Water Rights Query was conducted on 5.15.2022 and no water rights were discovered or identified. A Water Rights memo is included in Section 15.0

X 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.

A preliminary engineering report containing all information is included in Section 10.0.

- X 18. Transportation information that includes, at a minimum:
 - X a. All existing and proposed streets, alleys, sidewalks, bike, or pedestrian trails, and right-of-way located on or adjacent to the subject property;

Present Rights of way include Alpine View Drive to the west and south, Adam Run Avenue, Travis Avenue, Jeannette Rankin Drive, Alexis Avenue, and Stacia Avenue to the west. Rights of way are shown on the Preliminary Plat, included in Section 8.0, and the Preliminary Plans, included in Section 7.0
 - X 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;

As shown on the Preliminary Plans, included in Section 7.0, all new streets and transportation infrastructure includes extension and connections with the streets platted with previous subdivision phases. All new streets will be in accordance with the complete street policy and engineering standards.
 - X c. Layout information and profiles for proposed rights-of-way including cross sections grade and curvatures, right-of-way width, and street names;

All information is included on the Preliminary Plans, included in Section 7.0
 - X d. Proposed modification or relocation of existing rights-of-way;

The existing road easement for Alpine View Drive on the property owned by the East Helena School District (Tract D-1, Doc. No. 3115842) will be amended to coincide with the proposed improvements. Additionally, right-of-way will be dedicated for the extension of Alpine View Drive to Alice Street to replace the existing access and utility easement adjacent to Craftsman Village Phases 6 & 7 when Alpine View Drive is fully improved.
 - X 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;

An estimation of the daily traffic generation is included in the traffic impact study, included in Section 11.0

- X 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.

A traffic impact study containing all information is included in Section 11.0.

- N/A 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;

The subdivision will generate more than 200 new trips per day.

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

No specific accommodations will be provided for public transportation. Alpine View Drive and Jeannette Rankin Drive will be developed as collector street to accommodate any future bus routes if deemed warrant. No information has been received from the East Helena School District regarding the need for any specific accommodations for school buses.

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

The existing road easement for Alpine View Drive on the property owned by the East Helena School District (Tract D-1, Doc. No. 3115842) will be amended to coincide with the proposed improvements. Additionally, right-of-way will be dedicated for the extension of Alpine View Drive to Alice Street to replace the existing access and utility easement adjacent to Craftsman Village Phases 6 & 7 when Alpine View Drive is fully

improved.

- N/A 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;

There are not stream or drainage crossings.

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

The Greater Helena Area Long Range Transportation Plan-2014 Update (LRTP) was reviewed, and no specific measures are identified in the immediate area of the proposed subdivision. The subdivision conforms to the LRTP recommendations for context sensitive design and livability by proposing transportation systems that are specific and appropriate for attractive, inclusive residential neighborhoods.

- N/A 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.

There are no street or alley created that will intersect any State or Federal right-of-way.

- X 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;

Police and fire protection will be provided by the City of Helena from locations approximately 5 miles away, with response times expected to be 5 - 10 minutes. Emergency medical services will be provided by St. Peter's Hospital, located 4 miles away. Further information is included in the Environmental Assessment, Section 11.0

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

The proposed zoning is R-U, being residential urban and commercial, industrial, or multi-dwelling development is not proposed. Each residential unit will have an individual 60-gallon, wheeled trash receptacle. All residences will be responsible to roll the trash receptacle to the end of the driveway or alley for weekly collection.

- X 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:

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

A park land determination memo with calculations is included in Section 9.0.

- X 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;

The park land proposed includes a pocket park and an open space lot in near proximity and adjacent to the subdivision. The proposed open space park land is Lot 1 in Block 9 of the Aspen Park at Mountain View Meadows.

All park land will be retained, managed, and maintained by Mountain View Meadows. No improvements to the open space park land. The improvements to the pocket park are undetermined at this time, any improvements will be solely provided by Mountain View Meadows.

- X c. Identify existing recreational facilities that will serve the subdivision;

Mountain View Park, an existing park, dedicated to the City by Mountain View Meadows will serve the subdivision. Mountain View Park includes extensive amenities including a pavilion, playground, athletic courts, pathways, lighting and developed landscaping.

- N/A d. Indicate if a special district will be established to finance park improvements;

No special districts are proposed for any park improvements.

- X e. Indicate how the park land will be protected during infrastructure installation;

The open space park land will not be disturbed by the proposed subdivision construction due to the physical separation distance. Any improvements to the pocket park will occur after subdivision platting and no amenities needing protection will be installed.

- N/A 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;

No multiple uses are proposed on the proposed park lands.

- N/A 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

The park lands proposed do not possess any significant importance needing long term protection.

- N/A 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.

The lands adjacent to the subdivision and dedicated by Mountain View Meadows to the East Helena School District are not proposed to be used for subdivision park land requirements.

- N/A 22. A fire mitigation plan for any portion of the subdivision located in a high fire risk area, including identification of any access constraints;

The subdivision is not located in a high fire risk area.

- X 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.

The Preliminary Plans, including a grading and drainage plans is included in Section 7.0. Specific stormwater information including calculations are included in the Preliminary Engineering Report, included in Section 10.0.

- X 24. A stormwater pollution prevention plan that describes measures to minimize stormwater involve impacts during construction;

The storm water pollution prevention plan is included in Section 13.0.

- X 25. Base flood elevation data for subdivisions that have or will have more than fifty (50) lots or five (5) acres or more;

The Flood Insurance Rate Maps are included in Section 11.0. Most of the subdivision is located within Zone D, being areas of undetermined, but possible flood hazard as shown on Panel 2350. The eastern portion of the subdivision is located within Zone X, being areas determined to be outside the 0.2% annual chance floodplain as shown on Panel 2333.

- X 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;

The subdivision may contribute approximately ninety (90) additional school aged children to the East Helena School District. Additional information and the description of the educational facilities with distances are described in the Environmental Assessment, included in Section 11.0. No bus stops are proposed and no information has been received by the East Helena School District identifying the need to bus stops.

- X 27. A description of the utility companies that will serve the subdivision and any existing and proposed utilities located on and adjacent to the property, including the location of gas, electric, and telecommunication lines and streetlights;

Northwestern Energy will provide natural gas, electrical and lighting utility services. Lumen and Charter will provide data and communications utility services. The routing of new utilities is determined by the utility company and are generally located in the boulevard area behind the street curb. Existing utilities present and available from the recent, adjacent subdivision developments as shown on the Preliminary Plans, included in Section 7.0.

- X 28. A description of where postal boxes will be located and how they will be accessed;

Postal boxes will be in consolidated cluster box units located in common areas. Access by the post office and customers will be via the existing and proposed streets and sidewalks.

- X 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;

Notification pertaining to the existing easement on the adjacent lands owned by the East Helena School District is included in Section 20.0

- X 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:

- X a. A separate preliminary plat with the number of lots in that phase;

A preliminary plat, separated by phase, is included in Section 8.0.

- X 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;

Phasing plans containing all information is included in Section 19.0, additional details are included in the Preliminary Engineering Report, Section 10.0.

- X 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;

Phasing plans containing all information is included in Section 19.0, additional details are included in the Preliminary Engineering Report, Section 10.0.

- X 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

Phasing plans containing all information is included in Section 19.0, additional details are included in the Preliminary Engineering Report, Section 10.0.

- X e. The proposed park land dedication and demonstration how the dedicated park land can function independently.

The parkland dedication, being Lot 1, Block 9 of Aspen Park, the open space at the intersection of Runkle Parkway and Alpine View Drive is proposed to be dedicated with the initial phase and will be sufficiently sized to meet the requirements for the subsequent phases. Thus, the platting of subsequent phases will have already fulfilled the park land dedication requirements.

- X 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.

An environmental assessment containing the required information is included in Section 11.0.

The following information must be shown on the preliminary plat:

- X Title block that includes:
 - X a. Name of subdivision;
 - X b. Location;
 - X c. A scale not exceeding one hundred feet per inch (100' per 1");
 - X d. North arrow;
 - X e. Date of preparation; and
 - X f. Name of preparer.

A preliminary plat containing all information is included in Section 8.0.

- X The exterior boundaries of the platted tract;

A preliminary plat with the exterior platted boundaries is included in Section 8.0.

- X The location of all section corners or legal subdivision corners of sections pertinent to the subdivision's boundaries;

A preliminary plat with the location or corners pertinent to the boundaries is included in Section 8.0.

- X A perimeter survey, including gross acreage and net acreage;
A preliminary plat with the perimeter description and acreages is included in Section 8.0.
- X All lots, blocks, and applicable tracts of land, designated by numbers and the approximate dimensions and area of each lot;
A preliminary plat with designations and approximate dimensions and area is included in Section 8.0.
- X Amended subdivision plats must cite the subdivision and the blocks and lots being amended;
A preliminary plat citing the amendments is included in Section 8.0.
- X 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;
A preliminary plat with a description of legal and physical access is included in Section 8.0.
- X The location, width, and purpose of all existing and proposed easements and rights-of-way and proposed public and private easements;
A preliminary plat with all existing and proposed easement information is included in Section 8.0.
- N/A The boundaries of applicable water body setbacks;
There are no applicable water body setbacks
- N/A 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;
There are no portions of the subdivision are proposed to have slopes in exceedance of 25% and to be designated as special development areas.
- N/A 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
There are no known historic, archaeological, or aesthetic significance, or cultural sites or structures that may be affected by the proposed subdivision.

N/A 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.

The proposed subdivision is not located in the vicinity of any known hazards which could affect the subdivision development. Additional hazard information is detailed in the environmental assessment included in Section 11.0.

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.

Date

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.