



## SUBDIVISION PRE-APPLICATION CONFERENCE

- A. Prior to submitting a preliminary plat application, a subdivider for a subdivision must consult with the Planning division of the Community Development Department to become familiar with the City's subdivision application requirements and review process. The subdivider must attend a pre-application meeting prior to submitting a subdivision application or resubmitting a previously submitted subdivision application that has material changes or amendments made by the subdivider after the original application has been determined by the City to contain required elements and sufficient information.
- B. The pre-application meeting will be scheduled within thirty (30) days after the subdivider submits a written request for a pre-application consultation and submits the pre-application materials to the City.
- C. To be considered for review, a subdivision application must be submitted within one hundred eighty (180) days of the pre-application meeting consultation. If an application is not submitted within that time frame, the subdivider must request a new pre-application consultation prior to submitting the subdivision application.
- D. In order to make the pre-application consultation productive, the subdivider should provide as much of the following information as possible:
- 1. Names and addresses of the subdivider and the owner of the property proposed to be subdivided;
  - 2. Name of proposed subdivision;
  - 3. Location of the property to be subdivided;
  - 4. Existing zoning of the property to be subdivided;
  - 5. Number and size of proposed subdivided lots;
  - 6. Size of the proposed subdivision;
  - 7. Name and contact information for any engineer or surveyor that have been retained;
  - 8. Proposed water and wastewater systems;
  - 9. Nearest existing water and wastewater mains to the property and type, size, and location of existing wastewater treatment facilities, including septic systems;
  - 10. Proposed streets;
  - 11. Whether the subdivider intends to apply for a zone change, zoning variance, or subdivision regulation variance;
  - 12. Description of any physical and environmental site conditions on the property;
  - 13. Stormwater drainage system;
  - 14. Proposed special improvement or maintenance districts;
  - 15. Proposed park land dedication;
  - 16. Legible drawing of the proposed subdivision showing layout of existing streets in relationship to proposed improvements and topography of the tract, if possible (drawing does not need to be to scale);
  - 17. A general vicinity map showing existing streets and north arrow;
  - 18. Existing structures on the property;
  - 19. Existing easements and right-of-ways on the property;
  - 20. Existing and proposed covenants or deed restrictions;
  - 21. Water rights, including the name of owner(s), amount of water by flow rate or volume, date of priority of the right, purpose of use, place of use, and place and means of diversion;
  - 22. Types and locations of agricultural water facilities; and
  - 23. Analysis on how the proposed subdivision complies with the City Growth Policy.

## **Applicable Laws and Regulations**

The following are state laws, local regulations, Growth Policy provisions and other documents that may apply to the subdivision review process; this is for informational purposes only per MCA 76-3-504 (1)(q)(ii):

- Montana Code Annotated: including but not limited to Title 76 – Chapter 3
- Administrative Rules of Montana: including but not limited to Title 8, Chapter 94, Sub-chapter 30
- City of Helena City Code: including but not limited to Title 6 Public Utilities  
Title 7 Public  
Ways Title 11  
Zoning, and  
Title 12 Subdivision Regulations
- 2011 City of Helena Growth Policy
- Greater Helena Area Transportation Plan – 2004 Update
- 2011 City of Helena Comprehensive Parks, Recreation, and Open Space Plan
- City of Helena Engineering Standards
- South Hills Planning Study – 1985
- Helena West Side Infrastructure Study – 2001

## **Comment Contact List**

The following entities may be contacted for comments on proposed subdivisions per MCA 76-3-504 (1)(q)(iii). The City requests these entities respond within two (2) weeks of receiving the City's "Request for Comment." Although the City requests that these entities respond within two (2) weeks, they may comment at any time during the subdivision review process. Applications for subdivision review will not be delayed if these entities do not respond within the review period.

- ADA Compliance Committee
- City of East Helena
- City of Helena
- East Helena Public Schools
- Fort Harrison
- Helena Citizen's Council (HCC)
- Helena Regional Airport
- Helena School District
- Helena Valley Irrigation District
- Jefferson County
- Lewis and Clark County
- Lewis and Clark County Water Quality Protection District
- Lewis and Clark County Soil Conservation District
- Montana Department of Environmental Quality
- Montana Department of Fish, Wildlife, and Parks
- Montana Department of Natural Resources and Conservation
- Montana Department of Transportation
- Montana Land Reliance
- Montana Natural Heritage Program
- Non-motorized Transportation Advisory Council
- NorthWestern Energy
- St. Peter's Hospital and Ambulance Service
- State Historic Preservation Office
- City-County Heritage Tourism Council
- Three Rivers Communications

- U.S. Army Corps of Engineers
- U.S. Bureau of Land Management
- U.S. Environmental Protection Agency
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Geological Survey, Water Resources Division
- U.S. Post Office
- Utility companies including those providing electrical, communication, fiber optic, gas, or other services
- Yellowstone Pipe Line Company

**PROPOSED BUILDING SUMMARY:**

BUILDING	DIMENSIONS	SQ. FT.
SUITE A	35'-11" x 52'-4"	1,738
SUITE B	35'-10" x 52'-4"	1,738
SUITE C	36'-0.5" x 52'-4"	1,738
<b>TOTAL SQ. FT.</b>		<b>5,214</b>

**PARKING LOT LANDSCAPING REQUIREMENTS:**

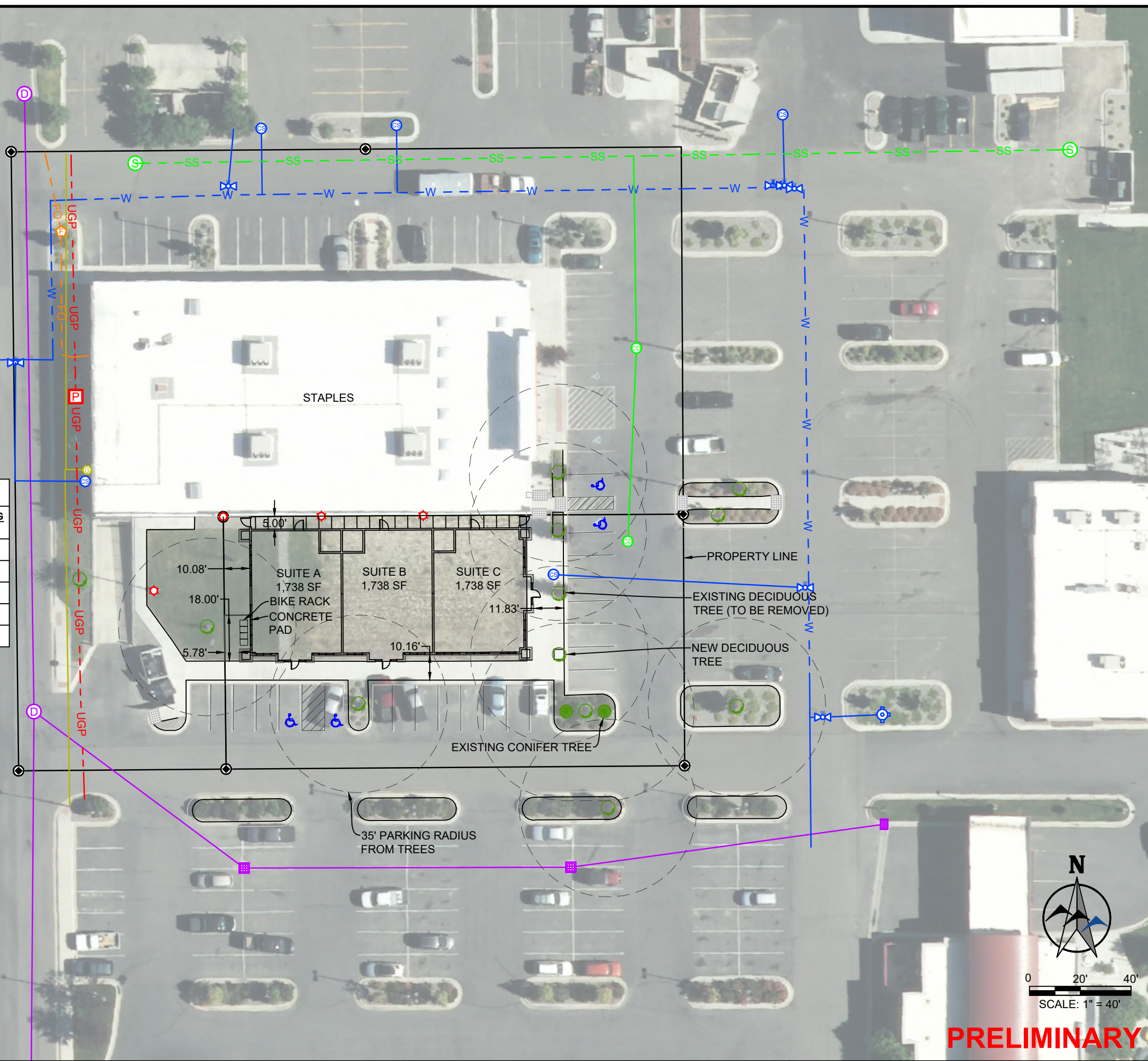
BUILDING USE	SQ. FT.
REQUIRED PARKING LOT VEGETATION	630
EXISTING CORNER VEGETATION ISLAND	150
EXISTING SOUTH VEGETATION ISLAND	350
<b>ADDITIONAL SQ. FT. REQUIRED</b>	<b>130</b>
<b>ADDITIONAL SQ. FT. AVAILABLE (WEST OF BUILDING)</b>	<b>377</b>

**REQUIRED PARKING BY COMMERCIAL USE:**

BUILDING USE	TOTAL PARKING SPOTS	ADA PARKING SPOTS
RESTAURANT	24	1
SHOPPING CENTER	5	1
GENERAL/PROFESSIONAL SERVICES	5	1
<b>COMBINED PARKING REQUIREMENTS</b>	<b>34</b>	<b>3</b>
<b>SHARED PARKING SPACES NEEDED</b>	<b>12</b>	<b>0</b>

**LEGEND**

	UGP	UNDER GROUND POWER
	FO	UNDER FIBER OPTIC LINE
	W	WATER MAIN
	SS	SANITARY SEWER MAIN
		PROPANE SERVICE LINE
	ST	STORM WATER MAIN
		WATER VALVE
		FIRE HYDRANT
		WATER CURB STOP
		STORM WATER INLET
		STORM DRAIN MANHOLE
		SANITARY SEWER MANHOLE
		SANITARY SEWER CLEAN OUT
		POWER TRANSFORMER
		STREET LIGHT POLE
		FIBER OPTIC PEDESTAL
		REBAR WITH PLASTIC CAP



**PRELIMINARY**

NO.	REVISION	BY	DATE

PROJECT NO. 2022-455

PREPARED BY: **WWC ENGINEERING**  
 1275 MAPLE STREET, SUITE F  
 HELENA, MT 59601  
 (406) 443-3962  
 www.wwcengineering.com

HGFA ARCHITECTS  
 PROPERTY SOUTH OF STAPLES  
**PROPOSED SITE LAYOUT**  
 LEWIS AND CLARK COUNTY, MONTANA

DESIGNED BY: **PEM**  
 DRAWN BY: **PEM**  
 CHECKED BY: **DDP**  
 DATE: **12/14/2022**

SHEET  
**2**



Cast Stone



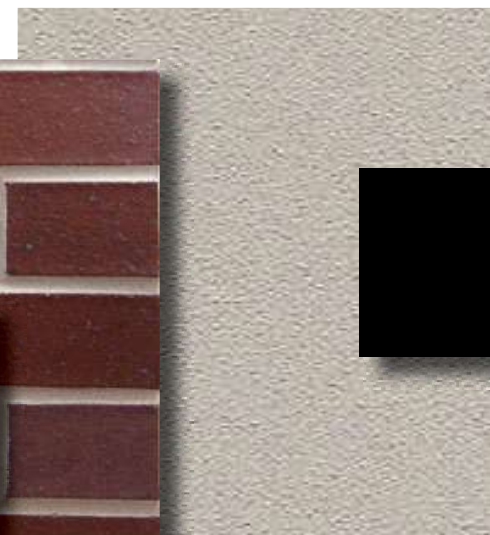
Brick



Stacked Stone



EFIS



Painted Exterior Metal & Window Frames

