

# City of Helena

## Major Subdivision Preliminary Plat Review Process

1

### Pre-Application

- Prior to submitting a subdivision application, a subdivider must consult with Community Development staff to become familiar with the City's subdivision application requirements and review process
- The subdivider must attend a pre-app consultation prior to submitting a subdivision application



2

### Application Submittal

- The subdivider must submit an application within 180 days of the pre-app consultation
- A copy of the application and associated checklist is located on the Community Development website
- An application will not be considered submitted until such time the requisite application fees have been provided



3

### Completeness Review

- Staff begins the evaluation on an application's completeness - *Has the applicant provided the items required for a subdivision application?*
- A checklist is provided in the application materials
- Staff has 5 working days from receipt of an application to finish the completeness review and notify the applicant
- MCA 76-3-604(1)(b)



4

### Sufficiency Review

- Is the application and its required elements sufficient for review?
- Various City departments will review
- Staff has 15 working days from when the application has been deemed complete to finish a sufficiency review
- Based on project size (lots), the governing body must take action within 35, 60, or 80 days once the application has been deemed sufficient for review
- MCA 76-3-604(2), MCA 76-3-604(4)



5

### General Review

- Detailed review of project materials by relevant City departments and outside agencies
- Feedback and comments will be formulated in a report by Community Development staff and a *Findings of Fact*
- Report made available to subdivider, Planning Board, and City Commission



6

### Advisory Boards

- Several Advisory Boards may review and make recommendations on an application
  - *Parks Board*
  - *Consolidated Planning Board*
  - *Zoning Commission*
- Each Board will review those items that are pertinent to their areas and provide recommendations for the City Commission to consider



7

### Public Hearings

- Based on the project and submitted applications, a public hearing(s) on the project will be publicly noticed and placed on an agenda of the relative advisory board(s):
  - *Parks Board*
  - *Consolidated Planning Board*
  - *Zoning Commission*
- The City Commission will also hold their own public hearing



8

### Commission Action

- The City Commission will hold a public hearing (joint hearing if accompanied by an annexation request) and take action within 35, 60, or 80 days relative to the number of lots proposed
- A hearing will be noticed not less than 15 days prior to Commission meeting
- The City Commission may approve, conditionally approve, or deny the proposed subdivision

