



SUBDIVISION PRELIMINARY PLAT TIME EXTENSION APPLICATION

Community Development Department, Planning Division
316 North Park Avenue, Room 445, Helena, MT 59623
406-447-8490; citycommunitydevelopment@helenamt.gov

Date received: _____

At least sixty (60) days prior to the expiration of the subdivision preliminary plat approval, the subdivider may submit a written request for an extension of that approval. This request must include the following an incomplete application may delay the review of your request:

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 subject subdivision preliminary plat _____

Submit a copy of the approved preliminary and signed Findings of Fact with the date of preliminary plat approval.

Length of time beyond the preliminary plat expiration date being requested _____
Per 12-2-11 (G) city Code, Any preliminary plat approval extension requests in excess of three (3) years must be reviewed following a public hearing.

Geocode _____

Provide the current deed for the subject property

Submit proof of current paid taxes

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.

**Provide the following on a separate sheet and submit with the time extension application:
Please Note: "N/A" is not an acceptable answer alone and requires an explanation if used.**

- 1. The Preliminary Plat Time Extension Application signed by the property owner;
- 2. The reason(s) for requesting an extension;
- 3. A written description of the extenuating circumstances beyond the control of the subdivider that delayed the completion of the conditions of approval;
- 4. A written description of what progress has been made toward meeting the conditions of approval identified in the Findings of Fact;
- 5. An agreement that the infrastructure design and installation will comply with the design standards in place at the time of plan submittal; and
- 6. An evaluation of the provision of services and public facilities in the area of the subdivision that may be disrupted by the extension of the subdivision approval.

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)

If the City Commission determines that the subdivider has submitted bona fide grounds for the extension, the City Commission may grant an extension of the preliminary plat approval for a mutually agreed-upon period of time established in writing and signed by all members of the City Commission.

Per 12-2-11 (G) City Code, the criteria to be considered by the City Commission in deciding whether to grant an extension of the preliminary plat approval include, but are not limited to, the following:

- a. Changes in the subdivision regulations since preliminary plat approval and whether the subdivision is substantially compliant with the new regulations;
- b. Phasing of the subdivision and the ability for existing development to be served by City services independent of future improvements;
- c. Dependence on other development on any public infrastructure to be installed with the subdivision; and
- d. Whether or not any changes to the primary criteria impacts identified in the original preliminary plat approval or any new information not previously considered exists that creates any new potentially significant adverse impacts that would support denial of the subdivision extension request. Additional conditions may not be imposed as a condition of extension of the preliminary plat approval.