



**JEFFERSON COUNTY PLANNING DEPARTMENT**  
**Courthouse Annex East (114 S. Washington Street)**  
**PO Box H**  
**Boulder, MT 59632**  
**(406) 225-4040**

**SUBDIVISION PRELIMINARY PLAT APPLICATION FORM**

*Submit this application, all required information, and appropriate fee (see current fee schedule) to the Subdivision Administrator at the address listed above. All submittals shall be in Microsoft Word or PDF electronic format with at least three (3) paper copies. Contact the subdivision administrator prior to submission to determine if additional paper copies are required or if you are unable to create Microsoft Word or PDF documents.*

FEE ATTACHED \$ \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_

**OWNER(S) OF RECORD:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT (IF DIFFERENT THAN ABOVE):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**TECHNICAL/PROFESSIONAL REPRESENTATIVE(S):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Subdivision Application Form

**LEGAL DESCRIPTION OF PROPERTY:**

Street Address \_\_\_\_\_

City/State & Zip \_\_\_\_\_

Assessor's Tract No.(s) \_\_\_\_\_ Lot #(s ) \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

**MINOR SUBDIVISION:** \_\_\_\_\_ **MAJOR SUBDIVISION:** \_\_\_\_\_

**GENERAL DESCRIPTION/TYPE OF SUBDIVISION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Lots or Rental Spaces \_\_\_\_\_ Total Acreage in Subdivision \_\_\_\_\_

Total Acreage in Lots \_\_\_\_\_ Minimum Size of Lots or Spaces \_\_\_\_\_

Total Acreage in Streets or Roads \_\_\_\_\_ Maximum Size of Lots or Spaces \_\_\_\_\_

Total Acreage in Parks, Open Spaces and/or Common Areas \_\_\_\_\_

**PROPOSED USE(S) AND NUMBER OF ASSOCIATED LOTS/SPACES (insert number in blank):**

Single Family \_\_\_\_\_ Townhouse \_\_\_\_\_ Mobile Home Park \_\_\_\_\_

Duplex \_\_\_\_\_ Apartment \_\_\_\_\_ Recreational Vehicle Park \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Planned Unit Development \_\_\_\_\_

Condominium \_\_\_\_\_ Multi-Family \_\_\_\_\_ Other \_\_\_\_\_

**APPLICABLE ZONING DESIGNATION & DISTRICT:** \_\_\_\_\_

**IMPROVEMENTS TO BE PROVIDED:**

**Roads:** \_\_\_\_\_ Gravel \_\_\_\_\_ Paved \_\_\_\_\_ Curb \_\_\_\_\_ Gutter \_\_\_\_\_ Sidewalks \_\_\_\_\_ Alleys \_\_\_\_\_ Other \_\_\_\_\_

**\* Water System:** \_\_\_\_\_ Individual \_\_\_\_\_ Shared \_\_\_\_\_ Multiple User \_\_\_\_\_ Public \_\_\_\_\_

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\* **Sewer System:** \_\_\_\_\_ Individual \_\_\_\_\_ Shared \_\_\_\_\_ Multiple User \_\_\_\_\_ Public

**Other Utilities:** \_\_\_\_\_ Cable TV \_\_\_\_\_ Telephone \_\_\_\_\_ Electric \_\_\_\_\_ Gas \_\_\_\_\_ Other

**Solid Waste:** \_\_\_\_\_ Home Pick Up \_\_\_\_\_ Central Storage \_\_\_\_\_ Contract Hauler \_\_\_\_\_ Owner Haul

**Mail Delivery:** \_\_\_\_\_ Central \_\_\_\_\_ Individual

**School District:** \_\_\_\_\_

**Fire Protection:** \_\_\_\_\_ Hydrants \_\_\_\_\_ Tanker Recharge

**Fire District:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Storm Drainage System:** \_\_\_\_\_

\* **Individual** (one user)  
**Shared** (two user)  
**Multiple user** (3-9 connections or less than 25 people served at least 60 days of the year)  
**Public** (more than 10 connections or 25 or more people served at least 60 days of the year)

\* If the water supply and wastewater treatment systems are shared, multiple user, or public, provide a statement of whether the systems will be public utilities as defined in 69-3-101 and subject to the jurisdiction of the public service commission or exempt from public service commission jurisdiction. If exempt, provide an explanation for the exemption.

**VARIANCES: ARE ANY VARIANCES REQUESTED?** \_\_\_\_\_ (yes/no)

**APPLICATION CONTENTS:**

1. Completed Preliminary Plat Application Form
2. Preliminary Plat- completed in accordance with requirements of Appendix B of the Jefferson County Subdivision Regulations
- 2a. Preliminary Plat – reduced size paper copy: Three reduced copies of the preliminary plat not to exceed 11” x 17” in size
- 3-40. Required Attachments – (See list below.)
41. Environmental Assessment and Summary of Probable Impacts (**for minor subdivisions, only the Summary of Probable Impacts is required**)

	3	Review Fee
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4	Tract of Record - The application shall specify and provide documentation of the legal existence of the tract(s) of record being divided.
5	Proof of Minor Subdivision Eligibility - If the subdivision is proposed as a minor subdivision as defined in Chapter 4 of these regulations, documentation of the original tract of record as of July 1, 1973 and copies of each certificate of survey, subdivision plat(s), or other division pertaining to that tract of record since July 1, 1973.
6	Agricultural Covenants - If the subject property was created with an agricultural covenant per 76-3-207(c), MCA, the application shall contain a written request to revoke the covenant.
7	Site Location Maps (Vicinity Map)
8	Aerial Photo of Property to be Subdivided
9	Lot Layout - Show existing structures, proposed building sites, information required by DEQ, and riparian areas and ponds, lakes and other waterbodies
10	Narrative Summary – One-page narrative summary of the proposed subdivision
11	Plan for Phased Development - If the subdivider does not intend to install all improvements, including roads and electricity to
12	Preliminary Title Report or Commitment - Copies of all filed documents referenced in the title report shall be submitted with the application.
13	Existing and Proposed Easements - Shall be shown on the plat and identified as to purpose and with record references (e.g., bk/pg) for existing easements.
14	Legal and Physical Access - The subdivision plat shall include documentation of legal and physical access to the subdivision and each proposed lot.
15	Zoning Compliance – If applicable, information to demonstrate compliance with zoning regulations
16	Request for Variance - A request for variance is required for any component of the subdivision that does not conform to the requirements of Chapter 8, “General Design and Improvement Standards.”
17	Environmental Assessment or Summary of Probable Impacts - Refer to Chapter 3, subsection 3.2.2 and Chapter 4 sub-section 4.2.4 “Exemption from Environmental Assessment” to determine if an environmental assessment or a summary of probable impacts is required
18	Proposed Mitigation - Description of any proposed mitigation for significant impacts

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19	Agency Comment - A list of agencies contacted by subdivider and comments received.
20	Adjoining Property Owners - Names and addresses of all adjoining property owners
21	Site Suitability - Assessment of the site suitability for the proposed use, with assessment of soils, identification of natural and man-made hazards, including potential for flooding
22	Proposed Street or Road Plans
24	Pedestrian and Bike Access
25	Grading Plan - For any areas proposed for surface disturbance, including roads
26	Storm-water Drainage Plan
27	Water and Sanitation information per 76-3-622, MCA
28	Solid Waste Management
29	Irrigation
30	Utilities - Description of existing and proposed utilities, including provider names.
31	Proposed Parkland - Proposal to meet parkland dedication requirement;
32	Fire Suppression Plan
33	Vegetation Management Plan
34	Mineral Rights - Status of existing mineral rights (as known) and proposed disposition of those rights;
35	School Access - Existing and proposed access for children to/from school
36	Assessment of Cultural and Historic Characteristics
37	Noxious weed management and revegetation plan.
38	Wildlife-Human Interaction Assessment
39	Draft Property Owners' Association Documents, including draft articles of incorporation, declaration and bylaws, and covenants.
40	Condominiums: In addition to the above items, include a draft of the declaration required by 70-23-301, MCA.
41	RV and Mobile Home Park: In addition to the above items, include a completed copy of the "Campground or Trailer Court" Review Form to be submitted to DPHHS.

Subdivision Application Form

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I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for the **Jefferson County** to have persons present on the property for routine monitoring and inspection during the application review and development process.

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Applicant Signature Date

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Owner(s) Signature (all owners must sign) Date