

**APPENDIX B**  
**PRE-APPLICATION AND ELEMENT CHECKLISTS**

**Subdivision Pre-Application Meeting Checklist and Element Review**

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

NUMBER OF LOTS CREATED: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

APPLICANT(S) NAME: \_\_\_\_\_

SURVEYOR NAME: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

**Pre-application Meeting Requirements:**

- \_\_\_\_\_ Property owner(s), and representatives with Power of Attorney and/or surveyor must be at the meeting.
- \_\_\_\_\_ All interests in the property proposed for subdivision, such as rights of first refusal, leases or life estates must be disclosed.

**General Information**

- \_\_\_\_\_ First Minor subdivision (up to five lots)—35 day review period
- \_\_\_\_\_ Subsequent minor subdivision process (up to five lots)—60 day review period
- \_\_\_\_\_ Major subdivisions (six or more lots)—60 day review period
- \_\_\_\_\_ Preliminary plat and final plat procedures
- \_\_\_\_\_ Areas that will provide multiple spaces for recreational camping vehicles or mobile homes—land subdivisions created by rent or lease
- \_\_\_\_\_ Planned Unit Development (PUD)
- \_\_\_\_\_ Condominiums
- \_\_\_\_\_ Cluster Development

**Review Procedures**

- \_\_\_\_\_ Subdivider shall submit two (2) copies of the preliminary plat to the Subdivision Administrator.
- \_\_\_\_\_ Element review process (five (5) days)
- \_\_\_\_\_ Sufficiency review Process (fifteen (15) days)
- \_\_\_\_\_ Sixty (60) working day review period (Subsequent Minor / Major Subdivision)
- \_\_\_\_\_ Thirty Five (35) working day review period (First Minor Subdivision)
- \_\_\_\_\_ Subdivision Administrator Report; Findings and Conditions
- \_\_\_\_\_ Public Hearing/Meeting before the Sweet Grass County Planning Board
- \_\_\_\_\_ Planning Board Report; findings and conditions
- \_\_\_\_\_ Public Hearing before the Sweet Grass County Commissioners, if appropriate
- \_\_\_\_\_ Preliminary Plat Approval
- \_\_\_\_\_ Appeals Process
- \_\_\_\_\_ Conditions of Final Plat Approval
- \_\_\_\_\_ Final Plat Approval process

**Primary Review Criteria; Section 76-3-608, MCA**

- \_\_\_\_\_ Effects on Public Health and Safety
- \_\_\_\_\_ Requirements of the Montana Subdivision and Platting Act (MSPA)
- \_\_\_\_\_ Effects on Agriculture
- \_\_\_\_\_ Effects on Agricultural Water User Facilities
- \_\_\_\_\_ Effects of Local Services
- \_\_\_\_\_ Effects on Wildlife and Wildlife Habitat
- \_\_\_\_\_ Effects on the Natural Environment
- \_\_\_\_\_ Uniform Standards for Monumentation
- \_\_\_\_\_ Utility Easements
- \_\_\_\_\_ Legal and Physical Access
- \_\_\_\_\_ Requested Variance(s)

**Review of General Design and Improvement Standards**

- \_\_\_\_\_ Conformance with Regulations
- \_\_\_\_\_ Natural Environment
- \_\_\_\_\_ Lands Unsuitable for Subdivision
- \_\_\_\_\_ Floodplain Provisions
- \_\_\_\_\_ Improvements Design
- \_\_\_\_\_ Lots
- \_\_\_\_\_ Blocks
- \_\_\_\_\_ Streets and Roads
- \_\_\_\_\_ Wastewater & Sewage Water Supply
- \_\_\_\_\_ Systems Solid Waste
- \_\_\_\_\_ Utilities
- \_\_\_\_\_ Irrigation Easements
- \_\_\_\_\_ Disposition of Water Rights
- \_\_\_\_\_ Park Land Dedication—Cash in Lieu—Waivers—Administration
- \_\_\_\_\_ Fire Protection
- \_\_\_\_\_ High Fire Hazard Areas
- \_\_\_\_\_ Noxious Weeds

**Final Plat Requirements**

- \_\_\_\_\_ Final Plat Application and Review Procedures
- \_\_\_\_\_ 24.183.1107 Uniform Standards for Final Subdivision Plats

**Additional Requirements**

\_\_\_\_\_ *Such additional relevant and reasonable information as identified by the subdivision administrator during the pre-application meeting that is pertinent to the required elements of this section.*

## Element Checklist

A preliminary plat submittal must include the following elements. Please refer to the Sweet Grass County Subdivision Regulations for required element specifications.

For each item listed below, the Subdivision Administrator places a checkmark in **Column A** if the element is required in the preliminary plat application. The Subdivision Administrator places a checkmark in **Column B** if the element is Not Applicable (N/A) to the application. Any items deemed Not Applicable by the Subdivision Administrator must be explained in a narrative on the following page. Any items deemed “Not Applicable” by the applicant must be explained in a narrative provided as part of the preliminary plat application.

<b>Preliminary Plat Elements Checklist</b>		<u>Column A</u> Required	<u>Column B</u> N/ A
1	A completed and signed Subdivision Application		
2	The required review fee and fire review fee		
3	A Preliminary Plat		
4	A Vicinity Sketch		
5	A Topographic Map		
6	A Grading and Drainage Plan		
7	Adjoining Property Owner's List		
8	Preliminary Plans for all Public and Private Improvements		
9	Overall Development Plan if development is in phases		
10	Title Report/Subdivision Guarantee		
11	Lienholders' acknowledgement of Subdivision		
12	Legal and Physical Access		
13	Documentation of Existing Easements, including those for Agricultural Water User Facilities		
14	Existing/Proposed Covenants and Deed Restrictions		
15	Existing Water Rights		
16	Existing Mineral Rights, if known		
17	Proposed Road Plans and Profiles		
18	Encroachment Permits from Montana Department of Transportation or Sweet Grass County		
19	Proposed Easements		

20	Proposed Disposition of Water Rights		
21	Proposed Disposition of Mineral Rights		
22	Parkland Dedication Calculations		
23	Environmental Assessment		
24	Summary of Probable Impacts		
25	Fire Mitigation Proposal		
26	Fire Control Plan, High Fire Hazard Area		
27	Weed Management Plan		
28	Property Owners' Association Documents, including Draft Articles of Incorporation, Declaration of Bylaws		
29	Flood Insurance Rate Map (FIRM) or Federal Emergency Management Agency (FEMA) Panel Map and letter identifying floodplain status		
30	Required Water and Sanitation Information		
31	A form of Subdivision Improvements Agreement, if proposed		
32	Variance Request		
33	Flood Study		
34	Permission from existing homeowners association, if applicable		
35	Such additional relevant and reasonable information as identified by the subdivision administrator during the pre-application meeting that is pertinent to the required elements of this section		

“Not Applicable” Clarification: Any items deemed Not Applicable by the Subdivision Administrator shall be explained below:

-----

-----

-----

-----

-----

**Please Note:** In accordance with the Sweet Grass County and City of Big Timber Subdivision Regulations, “*The governing body may assess all or a portion of the costs of employing outside expertise necessary to properly review a proposed subdivision to the subdivider.*”

**ADDITIONAL COMMENTS:**

---

---

---

---

---

**PRE-APPLICATION MEETING SIGNATURES:**

---

Owner and/or Applicant	Address	Phone Number
------------------------	---------	--------------

---

Owner and/or Applicant	Address	Phone Number
------------------------	---------	--------------

---

Other Authorized Representative	Official Title
---------------------------------	----------------

---

Subdivision Administrator	Date
---------------------------	------