

# APPENDIX H

## FINAL PLAT APPLICATION FORM

SWEET GRASS COUNTY/CITY OF BIG TIMBER  
PLANNING OFFICE  
PO Box 1256  
Big Timber, MT 59011  
Ph: 406-932-5470

Submit this application, all required attachments, and the appropriate review fee from the current fee scheduled to the Planning Office at the address listed above. Please note that all attachments required for final plat must be submitted, and all conditions of approval must be satisfied with proof of such completion at time of submittal of the final plat application, or the application will not be deemed complete.

FEE ENCLOSED: \_\_\_\_\_

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

### OWNER(S) OF RECORD:

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

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

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

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

### CONSULTANT/ENGINEER/SURVEYOR:

1. Name \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

2. Name \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

**PRELIMINARY PLAT INFORMATION:**

Name of Preliminary Plat: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Type of Subdivision: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ PUD \_\_\_\_\_ Other

No of Lots: \_\_\_\_\_, Acres per Lot: \_\_\_\_\_; Acres in Subdivision Area: \_\_\_\_\_

Ownership of Roads: \_\_\_\_\_ Government; \_\_\_\_\_ HOA \_\_\_\_\_ Private

Legal Description of Project: Section \_\_\_\_\_, Township \_\_\_\_\_ Range \_\_\_\_\_

HAVE ALL IMPROVEMENTS BEEN INSTALLED? \_\_\_\_\_ (If No, attach approved subdivision improvements agreement or guarantees and required collateral.)

**MATERIALS SUBMITTED WITH APPLICATION:**

List of materials submitted with this application:

- \_\_\_\_\_ 2 - 24 x 36 mylars and 1 - 24 x 36 paper copy of the final plat (*email or paper copies should be reviewed with the planning office prior to making final plat submittal, so any plat errors can be addressed before mylars are printed. However, mylars with all signatures must accompany the final plat application.*)
- \_\_\_\_\_ Title Report, not more than 6 months old
- \_\_\_\_\_ Original MDEQ Certification of Approval for the subdivision if the subdivision contains lots under 20 acres in size
- \_\_\_\_\_ Original County Sanitarian Certification of Approval if the subdivision contains lots over 20 acres in size.
- \_\_\_\_\_ Signed County Weed Board Letter of Agreement with the subdivider
- \_\_\_\_\_ Signed Weed Plan for Subdivision
- \_\_\_\_\_ Subdivision Improvements Agreement, if any and collateral
- \_\_\_\_\_ Road Approach Permit
- \_\_\_\_\_ Tax Certification that Property Taxes are paid in full at time of final plat application
- \_\_\_\_\_ Copies of HOA documents (*Articles of Incorporation, Bylaws, Covenants, Conditions and Restrictions*)
- \_\_\_\_\_ Road Maintenance Agreement, if applicable
- \_\_\_\_\_ Consents to Plat (Lender, Owner)
- \_\_\_\_\_ Final plat signed by Owner(s), Surveyor with signature for County Treasurer and governmental entity with jurisdiction (City or County)
- \_\_\_\_\_ Any easements needed for final plat, which must be fully executed and ready to record at submittal of final plat
- \_\_\_\_\_ Payment of any fees for fire review or fire mitigation; final plat review
- \_\_\_\_\_ List of Subdivision Conditions of Approval and Letter detailing how each condition has been satisfied.
- \_\_\_\_\_ Certification/stamp by P.E. on any required road or utility construction plans
- \_\_\_\_\_ Any other permits, fees or documents required as conditions of approval

**All documents are to be submitted simultaneously with the final plat application, except for preliminary review of the plat map, as set forth above.**

A complete application for final plat for a major subdivision must be submitted **no less than 45 days** prior to expiration of the preliminary plat approval.

A complete application for final plat of a minor subdivision must be submitted **no less than 30 days** prior to expiration of the preliminary plat approval.

When ALL application materials are submitted and the staff finds the application to be complete, review by the governing body will be scheduled. Aside from the completeness review done by planning staff and sent to the Applicant, it is not the job of planning staff to follow up on missing items. The applicant is responsible for submitting all required documentation and ensuring the submittal of all third-party documentation, including mylars, title report, weed plan, DEQ certificate and so forth. The time frame for final plat approval will not begin until a completed and approved final plat application is received.

***I certify that all information submitted is true, accurate and complete. I understand that incomplete information will not be accepted and will delay the application. If the application is not made complete prior to expiration of the date of approval of the preliminary plat, then the preliminary plat approval may lapse. I understand that it is the Applicant or Consultant's job to follow up on all documents identified as missing during completeness review and not the job of the planning staff.***

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Owner/Applicant's Signature

----- Date -----  
Consultant, if any