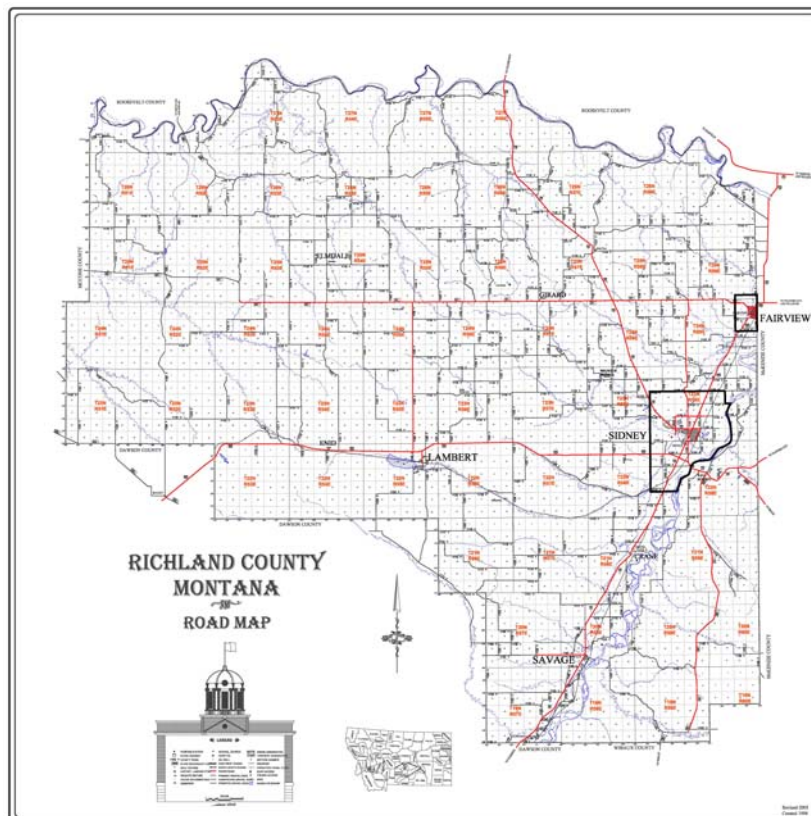


# **RICHLAND COUNTY CITY OF SIDNEY TOWN OF FAIRVIEW Subdivision Application Supplements**



As approved by:

<b>Richland County</b>	<b>Dated: <u>June 27, 2011</u></b>
<b>City of Sidney</b>	<b>Dated: <u>July 5, 2011</u></b>
<b>Town of Fairview</b>	<b>Dated: <u>July 11, 2011</u></b>

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**Supplement 1: REQUEST FOR PRE APPLICATION MEETING**

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**Applicant Information:**

**This supplement is for OFFICE USE ONLY.**

Application Date: \_\_\_\_\_ Required Fee: \_\_\_\_\_

Type of Subdivision: Minor: \_\_\_\_\_ Major: \_\_\_\_\_ Amended: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Subdivision (if known): \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Parcel Description:**

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

Parcel Total Size: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Sanitation: local: \_\_\_\_\_ or DEQ \_\_\_\_\_ Flood Plain: FIRM Map No. \_\_\_\_\_

Road Access: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Type of development: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Condominium \_\_\_\_\_

Commercial/Industrial \_\_\_\_\_ Other, describe \_\_\_\_\_

Jurisdictional Area (if located within): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*This form is only a record of a pre-application meeting between the applicant and the Richland County Subdivision Administrator office. The applicant is hereby notified that this completed form, as well as anything discussed at the related meeting, does not guarantee Richland County's approval or conditional approval in any way of the applicant's proposed subdivision.*

## **SUPPLEMENT 2: LIST OF POTENTIAL AGENCY CONTACTS**

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Pursuant to Section 76-3-504(1)(q)(iii), MCA, a subdivider shall be provided a list of *public utilities, those agencies of local, state, and federal government, and any other entities that may be contacted for comment on the subdivision application and the timeframe that he public utilities, agencies, and other entities are given to respond.*

The following is of public utilities, local, state, and federal government agencies and other entities have a substantial interest in subdivisions in Richland County, City of Sidney, and the Town of Fairview and may be contacted for comment on subdivision applications:

### ***Federal:***

- Bureau of Land Management
- Fish, Wildlife, and Parks Service
- Forest Service
- Bureau of Reclamation
- Army Corps of Engineers
- Geological Survey (USGS)
- Federal Emergency Management Agency (FEMA)
- Bureau of Land Management (BLM)
- Natural Resources Conservation Services (NRCS)

### ***Montana State:***

- Department of Transportation (MDT)
- Department of Fish, Wildlife, and Parks Service (MT FWPS)
- Department of Environmental Quality (MT DEQ)
- Department of Natural Resources and Conservation (MDNRC)
- University-Eastern Agriculture Research Center
- Bureau of Mines and Geology
- Agricultural Extension Services
- Montana State Historic Preservation Office (MT SHPO)

### ***City of Sidney***

- County Sanitarian
- Public Works Department (Roads)
- Police Chief
- Fire Department
- Attorney
- Solid Waste Department
- Building Inspector - Permits
- Flood Plain Manager

### ***Richland County:***

- Sanitarian
- Public Works Department (Roads)
- Sheriff
- Attorney
- Solid Waste Department
- Weed District
- Building Inspector - Permits
- Superintendent
- Flood Plain Manager
- Soil District

### ***Town of Fairview***

- County Sanitarian
- Police Chief
- Fire Department
- Attorney
- Flood Plain Manager
- Solid Waste Services
- Building Inspector/Permits

### ***Other:***

- Postal Services:  
City of Sidney, Town of Fairview & Crane, Lambert, Savage.
- Utilities companies
- Airport Authority
- Railway Systems
- Ambulance Services & Medical Service Providers
- Fire Departments/District
- Applicable irrigation water district or ditch companies
- Water and sewer districts
- Adjacent Subdivision Homeowners Associations
- Any subcontractor of listed entities
- Other pertinent agencies for development

This list *may not* include all departments of Richland County, City of Sidney and Town of Fairview.

**SUPPLEMENT 2(b): LIST OF POTENTIAL AGENCY CONTACTS**

Pursuant to Section 76-3-504(1)(q)(iii), MCA, a subdivider shall be provided a list of “public utilities, those agencies of local, state, and federal government, and any other entities that may be contacted for comment on the subdivision application and the timeframe that the public utilities, agencies, and other entities are given to respond”.

The following is a list of public utilities, local, state, and federal government agencies and other entities that have a substantial interest in subdivisions in Richland County, City of Sidney, and Town of Fairview which may need to be contacted for comments on subdivision applications:

**Richland County:**

<ul style="list-style-type: none"> <li>• <b>County Attorney</b> Mike Weber Richland County Law &amp; Justice Center 300 12<sup>th</sup> Ave NW, Ste 7 Sidney, MT 59270 (406) 433-2505 <i>(final plat approval – title, covenants, articles of incorporation, bylaws, etc...)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Building Inspector</b> Alton Hillesland 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809 (406) 433-1122 <i>(Construction of a building or structure of any type, building permit is required.)</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Clerk &amp; Recorder Office</b> Stephanie Verhasselt 201 W Main ST Sidney, MT 59270 (406) 433-1708 <i>(research regarding land ownership, easements, and recording of final plat/surveys and documents.)</i> <b>There is a fee for filing plats/surveys and documents.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Board of Commission</b> ***Don Stepler ***Loren Young ***Shane Gorder 201 W Main ST Sidney, MT 59270 (406) 433-1706</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Soil Conservation District</b> Julie Goss JD Industrial Park Hwy 16 Sidney, MT 59270 (406) 433- 2103</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Flood Plain Manager</b> Russ Huotari 2140 W Holly ST Sidney, MT 59270 (406) 433-2106 <a href="mailto:rhuotari@richland.org">rhuotari@richland.org</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Public Works Department (Roads)</b> Russ Huotari 2140 W Holly ST Sidney, MT 59270 (406) 433-2106 <a href="mailto:rhuotari@richland.org">rhuotari@richland.org</a> <i>(also provides rural addressing assistance)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sanitarian</b> Kelly Logan 1201 W Holly ST, Ste Sidney, MT 59270 (406) 433-6876 <a href="mailto:klogan@richland.org">klogan@richland.org</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Sheriff</b> Brad Baisch 300 12<sup>th</sup> Ave NW, Ste Sidney, MT 59270 (406) 433-2919</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Solid Waste Department (Landfill)</b> Russ Huotari 2140 W Holly ST Sidney, MT 59270 (406) 433-2106 <a href="mailto:rhuotari@richland.org">rhuotari@richland.org</a></li> </ul>

<ul style="list-style-type: none"> <li>• <b>Superintendent of Schools</b> Gail Staffanson 201 W Main ST Sidney, MT 59270 (406) 433-1608</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Weed District</b> Dick Zoanni 2648 W Holly ST Sidney, MT 59270 (406) 433-9047</li> </ul>
<ul style="list-style-type: none"> <li>• <b>County Examining Surveyor:</b> Russ Huotari 2140 W Holly ST Sidney, MT 59270 (406) 433-2106 <a href="mailto:rhutari@richland.org">rhutari@richland.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>County Fire Department:</b> (406) 433-1122 <i>(The unincorporated communities in Richland County may have their own Fire Dept/District, see below in Other Resources).</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Disaster &amp; Emergency Services:</b> William “Butch” Renders 123 W Main ST Sidney, MT 59270 (406) 433-2220</li> </ul>	

*City of Sidney:*

<ul style="list-style-type: none"> <li>• <b>City Attorney</b> Jerry Navratil 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809</li> </ul>	<ul style="list-style-type: none"> <li>• <b>City of Sidney Mayor</b> Bret Smelser 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809</li> </ul>
<ul style="list-style-type: none"> <li>• <b>City Clerk</b> Tara Mathern 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809 <a href="mailto:sidneycity@midrivers.com">sidneycity@midrivers.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chief of Police</b> Frank DiFonzo 300 12<sup>th</sup> Ave NW, Ste Sidney, MT 59270 (406) 433-2210</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Public Works Department (Roads)</b> Jeff Hintz 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809 <a href="mailto:tmeldahl@richland.org">tmeldahl@richland.org</a> <a href="mailto:dpw@richland.org">dpw@richland.org</a> <i>(also provides addressing assistance)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sanitarian</b> ***<i>Sidney Public</i> Jeff Hintz 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809 ***<i>County Sanitarian:</i> Kelly Logan 1201 W Holly ST, Ste Sidney, MT 59270 (406) 433-6876 <a href="mailto:klogan@richland.org">klogan@richland.org</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Building Inspector</b> Alton Hillesland 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809 (406) 433-1122 <i>(Construction of a building or structure of any type a building permit is required.)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Flood Plain Manager</b> Jeff Hintz 115 2<sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-2809</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Solid Waste Services</b> Terry Meldahl 115 2<sup>nd</sup> ST SE</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fire Marshall/Chief</b> Larry Christensen, Fire Chief Rob Gilbert, Fire Marshall</li> </ul>

Sidney, MT 59270 (406) 433-2809	115 2 <sup>nd</sup> ST SE Sidney, MT 59270 (406) 433-1122
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***Town of Fairview:***

<ul style="list-style-type: none"> <li>• <b>Attorney</b> Mike Weber 300 12<sup>th</sup> Ave NW, Ste 7 Sidney, MT 59270 (406) 433-2505</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mayor</b> Bryan Cummins Town Hall 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 742-5616</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Town Clerk</b> Graycie Sharbono 318 S Central Ave – Town Hall PO Box 426 Fairview, MT 59221 (406) 742-5616 <i>(also provides addressing assistance)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Public Works Department (Roads)</b> Mike Metzenberg 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 742-5616</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Chief of Police</b> Susan Quandt Town Hall 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 742-5616</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sanitarian</b> ***<i>Fairview Public Works:</i> Mike Metzenberg 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 742-5616  ***<i>County Sanitarian:</i> Kelly Logan 1201 W Holly ST, Ste Sidney, MT 59270 (406) 433-6876 <a href="mailto:klogan@richland.org">klogan@richland.org</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Flood Plain Manager</b> Graycie Sharbono PO Box 426 318 S Central Ave Fairview, MT 59221 (406) 742-5616</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Building Inspector/Permits &amp; Zoning Commission</b> 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 742-5616</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Solid Waste Services</b> 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 742-5616</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fire Marshall/Chief</b> Tim Denowh 318 S Central Ave PO Box 426 Fairview, MT 59221 (406) 744-5886</li> </ul>

**Other local Resources include but not limited to:**

<ul style="list-style-type: none"> <li>• <b>Irrigation project/districts:</b> Lower Yellowstone Irrigation Project Jerry Nypen, Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Airport Authority</b> Sidney-Richland Bill Henderson</li> </ul>
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<p>2327 Lincoln Ave SE Sidney, MT 59270 (406) 433-1306</p>	<p>PO Box 1050 Sidney, MT 59270 (406) 433-2415</p>
<ul style="list-style-type: none"> <li>• <b>Jurisdictional Rural Water and/or Sewer Districts</b></li> </ul> <p><i>Lambert:</i> Lambert, MT 59243 (406) 774-</p> <p><i>Savage:</i> Savage 2M Board Marshal Vojacek Savage, MT 59262 (406) 776-2257</p>	<ul style="list-style-type: none"> <li>• <b>Local Utility Companies</b></li> </ul> <p>*** Montana-Dakota Utilities Company PO Box 808 Sidney, MT 59270 (406) 4331614</p> <p>***Lower Yellowstone Rural Electric Hwy 16 NW of Sidney Sidney, MT 59270 (406) 433-1602</p> <p>***Or other applicable utility company who provides service within the area.</p>
<ul style="list-style-type: none"> <li>• <b>Applicable telephone Services</b></li> </ul> <p><i>The local land line and cell phone coverage is provided by various service providers, most can be found in the telephone Yellow pages or by internet search.</i></p>	<ul style="list-style-type: none"> <li>• <b>Applicable Propane Services</b></li> </ul> <p><i>Propane services are provided various providers which can be found in the telephone Yellow pages or by internet search.</i></p>
<ul style="list-style-type: none"> <li>• <b>Railway Systems</b></li> </ul> <p>Yellowstone Valley Railroad 907 E Main St Sidney, MT 59270 (406) 433-8561</p>	<ul style="list-style-type: none"> <li>• <b>Local Emergency Medical Service Providers:</b></li> </ul> <p><i>Contact:</i> Sidney Health Center 216 14<sup>th</sup> Ave SW Sidney, MT 59270 (406) 488-2100</p>
<ul style="list-style-type: none"> <li>• <b>Local economic development office:</b></li> </ul> <p>Richland Economic Development 1060 S Central Ave Sidney, MT 59270 (406) 482-4679</p>	<ul style="list-style-type: none"> <li>• <b>Adjacent Subdivision Homeowners Associations</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Postal Services:</b></li> </ul> <p>***<i>Sidney</i> US Post Office Sidney, MT 59270 (406) 482-2107</p> <p>***<i>Fairview</i> US Post Office 515 S Ellery Ave Fairview, MT 59221 (406) 712-5653</p> <p>***<i>Crane</i> US Post Office Crane, MT (406) 482-1881</p> <p>***<i>Lambert</i> US Post Office Lambert, MT 59243 (406) 774-3432</p> <p>***<i>Savage</i> US Post Office 298 W Main ST Savage, MT 59262 (406) 776-2313</p>	<ul style="list-style-type: none"> <li>• <b>Ambulance Services:</b></li> </ul> <p>***<i>Sidney:</i> Sidney, MT 59270</p> <p>***<i>Fairview:</i> Fairview, MT 59221</p> <p>***<i>Lambert:</i> Lambert, MT 59243</p> <p>***<i>Savage:</i> Savage, MT 59270</p> <ul style="list-style-type: none"> <li>• <b>Other Fire Departments/Districts</b></li> </ul> <p>***<i>Lambert:</i> Brian Ligon (406) 774-3475</p> <p>***<i>Savage:</i> Marshall Vojacek (406) 433-2257</p>

**State Resources:**

<ul style="list-style-type: none"> <li>• <b>Dept of Fish, Wildlife, and Parks Service</b> FWP Region 7 Headquarters 352 I-94 Business Loop Miles City, MT 59301 Phone: (406) 234-0900 Fax: (406) 234-4368 E-mail: <a href="mailto:fwprg72@mt.gov">fwprg72@mt.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Department of Environmental Quality (DEQ)</b> 1520 East Sixth Avenue P.O. Box 200901 Helena, Montana 59620 (406) 444-4400 {Federal Agency is Environmental Protection Agency (EPA)}</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Dept of Natural Resources (MDNRC)</b> 321 Main Street Miles City, MT 59301 Phone: 406/232-2034</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Montana Bureau of Mines and Geology</b> Montana Bureau of Mines and Geology Montana Tech 1300 West Park Street Butte, MT 59701-8997 406.496.4167 (Butte) (geology, ground water, water quality, well logs, topographic maps)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Montana State Historic Preservation Office (MT SHPO)</b> 1410 Eighth Avenue Helena MT 59620 Phone:(406) 444-7715 (cultural, historical, etc...)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Department of Transportation (MDT)</b> District #4 Office 503 N River Avenue PO Box 890 Glendive, MT 59330-0890 Phone: 406.345.8200 (access to state highways, Sidney, Fairview, Richland County traffic data maps, aerial photographs)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Montana State University – Eastern Agricultural Research Station</b> 1501 North Central Ave Sidney, MT 59270 (406) 433-2208</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Federal Resources:**

<ul style="list-style-type: none"> <li>• <b>Bureau of Land Management Eastern Montana/Dakotas District</b> District Manager: Elaine Raper 111 Garryowen Road Miles City, MT 59301 Phone: 406-233-2800 Fax: 406-233-2921 (vegetation, maps, topography)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Geological Survey (USGS)</b> USGS Building 3162 Bozeman Avenue Helena, MT 59601 Telephone: (406) 457-5900 Fax: (406) 457-5990 (geology, surface and ground water, water quality, floodways, topographic maps)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Fish &amp; Wildlife Service</b> Montana Fish, Wildlife &amp; Parks 1420 East Sixth Avenue P.O. Box 200701</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Federal Emergency Management Agency (FEMA)</b> U.S. Department of Homeland security 500 C Street SW</li> </ul>

<p>Helena, MT 59620-0701  <i>(topography, surface water, soil maps, vegetation, wildlife, fire hazards, maps)</i></p>	<p>Washington, D.C. 20472  (202) 646-2500</p>
<ul style="list-style-type: none"> <li>• <b>Natural Resources Conservation Services (NRCS)</b>  Natural Resources Conservation Service  10 East Babcock Street  Federal Building, Room 443  Bozeman, MT 59715-4704  <i>(soils, surface water, flood hazards, erosion)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Farm Service Agency</b>  Montana FSA State Office  P.O. Box 670  Bozeman, MT 59771  Phone: (406) 587-6872  Website: <a href="http://www.fsa.usda.gov/mt">www.fsa.usda.gov/mt</a>  <i>(aerial photographs)</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Army Corps of Engineers</b>  Headquarters, US Army Corps of Engineers  441 G. Street, NW  Washington, DC 20314-1000  Email: <a href="mailto:hq-publicaffairs@usace.army.mil">hq-publicaffairs@usace.army.mil</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bureau of Reclamation</b>  Street Address:  316 North 26th  Billings, MT 59101  <b>Mailing Address:</b>  P.O. Box 36900  Billings, MT 59107-6900</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Forest Service</b>  USDA Forest Service  Attn: Office of Communication  1400 Independence Ave., SW  Washington, D.C. 20250-1111</li> </ul>	

**\*\*\*Disclaimer:**

This list *may not* contain all departments of Richland County, City of Sidney and Town of Fairview, and State and Federal agencies who may have an interest or may need to be contacted for comments. The contact information as listed above may change due to office relocation, staff changes, and department/agency changes.

For a list of Engineers, Surveyors, developers, or contractors this office suggests researching the phone book or using an internet search engine as it is unethical for this office to provide the name of one firm over another.

### **SUPPLEMENT 3: PRE APPLICATION COMPLIANCE LIST**

Pursuant to Section 76-3-504(1)(q)(ii), MCA, the following list identifies sources of the rules and regulations that may apply to the subdivision review process:

Richland County will review the proposed subdivision for compliance with the provisions found in the following state laws, local regulations, and policies.

1. Montana' s Subdivision and Surveying Laws and Regulations – Title 76, Chapter 3
2. Montana' s Sanitation and Surveying Laws and Regulations– Title 76, Chapter 4
3. Montana's Department of Environmental Quality Administrative Rules for the Montana Sanitation in Subdivisions Act.
4. Montana Department of Commerce Administrative Rules for the Corner Recordation Act
5. Richland County Subdivision Regulations: as adopted by Richland County, City of Sidney, and Town of Fairview
6. Richland County Sanitation Regulations
7. Richland County Floodplain Regulations
8. City of Sidney Zoning
9. Town of Fairview Zoning
10. Richland County Conservation Development Standards
11. Richland County, City of Sidney, and the Town of Fairview Growth Policies

This memo services as written notice that these public entities, government agencies or other entities may be contacted for comment on a subdivision application. Comments provided by these entities during the review period may be included in the Subdivision Administrator's report to the governing body. These entities may also present comments at the public hearing.

By providing this memo with the preliminary plat application the Subdivision Administrator meets the requirements of Section 76-3-504(1)(q)(ii), MCA. Applicant(s) will be notified if entities not listed on this list are contacted.

**SUPPLEMENT 4: SUBDIVISION PRELIMINARY PLAT  
APPLICATION & ELEMENTS CHECKLIST**

1. Date of Pre-Application Meeting: \_\_\_\_\_
2. Name of the proposed subdivision \_\_\_\_\_
3. Type of Subdivision: \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Major Subdivision
4. Total number of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_
5. Location (City and/or County) \_\_\_\_\_
6. Legal description: \_\_\_\_\_ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
7. Property Physical Address: \_\_\_\_\_  
\_\_\_\_\_
8. Current land use: \_\_\_\_\_
9. Type of development:      Single Family \_\_\_\_\_      Multi-Family \_\_\_\_\_  
   Condominium \_\_\_\_\_      Commercial/Industrial \_\_\_\_\_  
   Other, describe \_\_\_\_\_
10. Zoning District: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_  
    Variance request: \_\_\_\_\_
11. Fire Area/District: \_\_\_\_\_ Police/Sheriff area: \_\_\_\_\_
12. Property Owner Name: \_\_\_\_\_  
   Address (Street or P.O. Box, City, State, Zip Code)
13. Applicant Name: \_\_\_\_\_  
   Address (Street or P.O. Box, City, State, Zip Code)
14. Preparer/Agent Name: \_\_\_\_\_  
   Address (Street or P.O. Box, City, State, Zip Code)
15. Surveyor/Engineer Name: \_\_\_\_\_  
   Address (Street or P.O. Box, City, State, Zip Code)
16. Preliminary plat submittal must include the following elements.

For each item listed below, the Applicant places a checkmark in **Column A** to indicate if the required element is included in the submitted application. Any item considered “not applicable” and marked in **Column B** must be explained in a narrative and attached to this form. A detailed description of each element listed below can be found in Supplement 4.

<b>Preliminary Plat Elements Checklist</b>		<b>Column A “Included”</b>	<b>Column B N/A</b>	<b>FOR OFFICE USE ONLY, Subdivision Administrator Verification</b>
<b>1</b>	A completed and signed Subdivision Application			
<b>2</b>	The required review fee			
<b>3</b>	A Preliminary Plat			
<b>4</b>	A Vicinity Sketch			
<b>5</b>	A Topographic Map			
<b>6</b>	A Grading and Drainage Plan			
<b>7</b>	Engineering Plans for all Public and Private Improvements			
<b>8</b>	Overall Development Plan if development is in phases			
<b>9</b>	Abstract of Title (or Title Report)			
<b>10</b>	Lienholders' acknowledgement of Subdivision			
<b>11</b>	Documentation of Legal and Physical Access			
<b>12</b>	Documentation of Existing Easements, including those for Agricultural Water User Facilities			
<b>13</b>	Existing Covenants and Deed Restrictions			
<b>14</b>	Existing Water Rights			
<b>15</b>	Existing Mineral Rights			
<b>16</b>	Two sets of adhesive labels with names and addresses of all Adjoining Property Owners			
<b>17</b>	Proposed Road Plans and Profiles			
<b>18</b>	Approach/Access/Encroachment Permits from Montana Department of Transportation or the Local Jurisdiction			
<b>19</b>	Proposed Easements			
<b>20</b>	Proposed Disposition of Water Rights			

21	Proposed Disposition of Mineral Rights			
22	Parkland Dedication Calculations			
23	Environmental Assessment and/or Subdivider Summary of Probable Impacts, if applicable			
24	Transportation Impact Analysis or Transportation Plan			
25	Fire Risk Rating Analysis and Fire Prevention Plan			
26	Noxious Weed Management Plan and Re-vegetation Plan			
27	Property owners' association documents, including draft articles of incorporation, declaration and bylaws			
28	FIRM or FEMA Panel Map and letter identifying floodplain status			
29	Required Water and Sanitation Information			
30	A form of Subdivision Improvements Agreement, if proposed			
31	Letter requesting a Revocation of Agricultural Covenants			
32	Letter indicating locations of Cultural or Historic Resources			
33	Variance Request or Approval			
34	Re-Zoning Application or Approval			
35	Flood Hazard Evaluation			
36	Letter identifying and proposing mitigation for potential Hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials			
37	Such additional relevant and reasonable information as identified by the subdivision administrator that is pertinent to the required elements of this section			

***This application must be signed by both the applicant and property owner (if different) before the submittal will be accepted.***

***I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge.***

\_\_\_\_\_  
***Applicant's Signature***

\_\_\_\_\_  
***Property Owner's Signature***

Satisfactory completion of the elements checklist by the Subdivision Administrator is written confirmation to the Applicant that the application submittal contains the elements required by the Subdivision Regulations pursuant to Section 76-3-604(2)(a), MCA. Incomplete provision of the elements in the checklist by the Subdivider will result in a written notification by the Subdivision Administrator pursuant to Section II-A-6.A of the Richland County Subdivision Regulations.

The completed checklist is also notification to the Applicant that the Subdivision Administrator may send copies of the submittal, and other correspondence pertaining to the application, to any of the agencies on the attached *Reviewing Agency List* for the purpose of obtaining their assistance in determining if the submittal elements contained detailed, supporting information sufficient to allow an adequate review pursuant to Section 76-3-604(2)(c), MCA.

<b>Element Review :</b>		<b>Subdivision Administrator Use Only</b>	
<b>Elements Reviewed Date:</b>		<b>Sufficiency Deadline Date:</b>	
<b>Tentative Planning Board Public Hearing Date:</b>		<b>Tentative County Commission Public Hearing Date:</b>	
<b>Subdivision Administrator Signature and Date:</b>			

## **SUPPLEMENT 5: PRELIMINARY PLAT CHECKLIST**

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1. Preliminary Plat Subdivision Application Form:  
The subdivider shall submit a completed subdivision application form that is signed by the landowner(s) of record.
2. Preliminary Plat Review Fee:  
The subdivider shall submit the required review fee as identified in the pre-application meeting and in Section XI. A of the Richland County Subdivision Regulations.
3. Preliminary Plat Form, Contents, and Supplements:  
The subdivider shall submit an 11” by 17” and an 18” by 24” (or 24” by 36”) preliminary plat completed by a land surveyor.
  - a. As requested by the Subdivision Administrator the subdivider shall submit additional copies for the Planning Board and governing body.

The following information must be provided on the preliminary plat or in supplements to the preliminary plat:

- a. The subdivision or development name (the title must contain the words “plat” and/or “subdivision”). No duplication of subdivision name.
- b. The legal description, including Section, Township, and Range, and any underlying survey data;
- c. A north arrow;
- d. The scale used on the plat;
- e. The certification of a professional land surveyor;
- f. The certification of a professional engineer (if the preliminary plat application or data includes engineering plans or specifications);
- g. The names of all owners of record and the subdivider [if different from the owner(s)];
- h. The date the preliminary plat is completed;
- i. Proposed lot layout with approximate dimensions and sizes;
- j. Lots and blocks identified by number or letter;
- k. The use of each lot, if other than for single-family residential;
- l. The exterior boundaries of the parcel proposed for subdivision with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular shoreline or body of water, the bearings and distances of a closing meander traverse shall be given;
- m. All existing streets, roads, highways, streets, avenues, alleys, and/or access easements within or adjacent to the subject property;
- n. All proposed streets, roads, alleys, avenues, and easements; the width of the easement or right-of-way, grades, curvature of each;
  - i. Layout, names or numbers, and widths of proposed streets or easements with proper dedications
- o. Existing and proposed road and street names;

- p. Proposed location of intersections for any subdivision requiring access to state or local streets, roads, avenues, alleys, or highways;
  - q. The names and addresses of adjoining platted subdivisions and recording information from adjoining subdivisions, certificates of survey, or unplatted lands;
    - i. Two sets of adhesive label with the Names and addresses of all adjoining property owners;
  - r. The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary;
  - s. Approximate area, location, boundaries, and dimensions of all parks, open space, common grounds, and other grounds dedicated for public use; (use of proper dedication is required). Including existing parks, open space, etc...
  - t. The total gross area of the subdivision and the total net area, exclusive of public areas and rights-of-way;
  - u. Existing and proposed infrastructure and proposed utilities including:
    - i. The approximate location, size, and depth of existing and proposed sanitary and storm sewers;
    - ii. The approximate location, size, and depth of existing and proposed water mains, lines, wells, and facilities; and
    - iii. The approximate locations of gas lines, fire hydrants or firefighting water storage facilities, electric and telephone lines, and street lights.
4. A vicinity sketch showing:
- a. The approximate locations of all existing buildings, structures, and other improvements;
  - b. Ownership of lands immediately adjoining a subdivision, and existing buildings, structures and other improvements on those lands; and
  - c. Any existing or proposed zoning classification of the tract and adjacent lands, if applicable.
    - i. including any proposed variance requests.
5. A topographic map:
- a. For any land area which will be subdivided or disturbed, contour intervals of 2' where the average slope is less than 10%; intervals of five feet where the average slope is greater than 10% and less than 15%; and intervals of ten feet where the average slope is 15% or greater.
  - b. Slopes greater than 25% shall be shown as no-build zones.
6. A grading and drainage plan that includes:  
Shall be drafted by a professional engineer licensed in Montana.
- a. Proposed grades of all streets and roads;
  - b. Proposed drainage facilities for all lots, blocks, and other areas displaying accurate dimensions, courses, and elevations;
  - c. Existing and proposed contours, using the contour requirements of a topography map;
  - d. Graded slopes;

- e. Calculations for a ten year frequency one-hour storm and a method to mitigate adverse impacts for a 100-year frequency one-hour storm; and
  - f. Construction procedures, slope protection, or information describing the ultimate destinations of storm runoff used to minimize erosion; and
  - g. Slope Stability Report shall be completed if the proposed subdivision includes areas with the potential for landsliding or slope instability. The report must be completed by a qualified soil or geotechnical engineer and indicate the locations, character, and extent of all areas of all slope stability, and these areas shall be shown on the plat.
7. Engineering plans for all public and private improvements;
  8. Overall development plan and if the improvements are to be completed in phases, the approximate area of each phase shall be shown on the plat.
  9. Abstract of Title (or Title Report) dated not more than 90 days prior to the date of submittal;
  10. Lien holders' Acknowledgement of Subdivision for each lien holder identified on the Abstract of Title or Title Report;
  11. Documentation of legal and physical access;
  12. Documentation of existing easements, including those for Agricultural Water User Facilities;
  13. Existing covenants and deed restrictions;
  14. Existing water rights;
  15. Existing mineral rights;
  16. Names and addresses of all adjoining property owners;
  17. A proposed road plan and profile that includes:  
Shall be drafted by a professional engineer licensed in Montana.
    - a. Street names.
    - b. Right-of-way or easement widths;
    - c. Pavement widths;
    - d. Street grades;
    - e. Pavement and base thickness;
    - f. Typical cross sections for each type of road;
    - g. Road profiles and cross sections for all proposed streets and roads which have grades exceeding 5%, or cuts and fills exceeding 3'.
    - h. The type and location of sidewalks and curbs (where required);
    - i. The minimum site distances at corners;

- j. The minimum curb radiuses at corners;
  - k. For cul-de-sac streets:
    - i. widths of turn around radiuses;
    - ii. minimum right-of-way widths at the turnarounds;
    - iii. minimum pavement or road surface width at the turnarounds;
    - iv. total lengths of the streets.
  - l. The locations and characteristics of bridges and culverts;
  - m. The locations and dimensions of adjoining lots and open spaces;
  - n. The locations and widths of easements and dedicated land, which provide a buffer between the subdivision lots and streets;
  - o. Typical grading and location of intersections with private driveways; and
  - p. Description of how the roads will be maintained.
18. Encroachment permits from Montana Department of Transportation or the local jurisdiction;
  19. Proposed easements;
  20. Proposed disposition of water rights, as required by Section VI-O of the subdivision regulations;
  21. Proposed disposition of mineral rights;
  22. Parkland dedication calculations, including a property valuation assessment or appraisal if cash-in-lieu of parkland is proposed; as required by Section VI-P of the subdivision regulations;
  23. Environmental Assessment and/or Summary of Probable Impacts including:
    - a. proof that the subdivider has submitted for review copies of the subdivision application and environmental assessment, if applicable, to the public utilities and agencies of the local, state, and federal government identified during the pre-application meeting or subsequently identified as having an interest in the proposed subdivision; and
    - b. an explanation of how the subdivider has responded to the comments of the subdivision administrator at the pre-application meeting.
  24. Transportation Impact Analysis or Transportation Plan;

Shall be drafted by a professional engineer licensed in Montana.

- a. Transportation Analysis: the following information is required at preliminary plat for Major Subdivision applications:
  - i. Describe any proposed new public or private access roads or substantial improvements of existing public or private access roads;

- ii. Discuss whether any of the individual lots or tracts have access directly to arterial or collector roads; and if so, the reason access was not provided by means of a road within the subdivision;
- iii. Explain any proposed closure or modification of existing roads;
- iv. Identify existing primary road Average Vehicle Traffic and subdivision daily vehicle traffic assigned to that primary road;
- v. Describe provisions considered for dust control on roads;
- vi. Indicate who will pay the cost of installing and maintaining dedicated and/or private roadways;
- vii. Discuss how much daily traffic will be generated on existing local and neighborhood roads and main arterial, when the subdivision is fully developed;
- viii. Indicate the capacity of existing and proposed roads to safely handle any increased traffic.
- ix. Explain whether year round access by conventional automobile will be available over legal rights of way to the subdivision and to all lots and common facilities within the subdivision.

b. Transportation Impact Analysis or Transportation Plan: if deemed necessary by the governing body(s) and / or by Montana Department of Transportation the Transportation Impact Analysis or Transportation Plan shall be drafted and submitted.

- 25. Fire Risk Rating Analysis and Fire Prevention Plan as required in Section VI-R of the subdivision regulations;
- 26. Weed Management Plan and Re-vegetation Plan;
- 27. Property owners' Association Documents shall accompany the preliminary plat, and at a minimum shall provide the information, form, and contents included in Section II-B-3 of the subdivision regulations;
  - a. Copy of proposed covenant.
- 28. FIRM or FEMA panel map and/or letter identifying floodplain status and other hydrologic characteristics including surface water bodies, designated floodplain and areas of riparian resource, as required in Section VI-D of the subdivision regulations and paragraph 35 of this Part II.
- 29. Required water and sanitation information, including:

**76-3-622. Water and sanitation information to accompany preliminary plat.** (1) Except as provided in subsection (2), the subdivider shall submit to the governing body or to the agent or agency designated by the governing body the information listed in this section for proposed subdivisions that will include new water supply or wastewater facilities. The information must include:

- (a) a vicinity map or plan that shows:

(i) the location, within 100 feet outside of the exterior property line of the subdivision and on the proposed lots, of:

(A) flood plains;

(B) surface water features;

(C) springs;

(D) irrigation ditches;

(E) existing, previously approved, and, for parcels less than 20 acres, proposed water wells and wastewater treatment systems;

(F) for parcels less than 20 acres, mixing zones identified as provided in subsection (1)(g); and

(G) the representative drainfield site used for the soil profile description as required under subsection (1)(d); and

(ii) the location, within 500 feet outside of the exterior property line of the subdivision, of public water and sewer facilities;

(b) a description of the proposed subdivision's water supply systems, storm water systems, solid waste disposal systems, and wastewater treatment systems, including whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public as those systems are defined in rules published by the department of environmental quality;

(c) a drawing of the conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet that shows all information required for a lot layout document in rules adopted by the department of environmental quality pursuant to [76-4-104](#);

(d) evidence of suitability for new onsite wastewater treatment systems that, at a minimum, includes:

(i) a soil profile description from a representative drainfield site identified on the vicinity map, as provided in subsection (1)(a)(i)(G), that complies with standards published by the department of environmental quality;

(ii) demonstration that the soil profile contains a minimum of 4 feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater treatment system and a limiting layer; and

(iii) in cases in which the soil profile or other information indicates that ground water is within 7 feet of the natural ground surface, evidence that the ground water will not exceed the minimum vertical separation distance provided in subsection (1)(d)(ii);

(e) for new water supply systems, unless cisterns are proposed, evidence of adequate water availability:

(i) obtained from well logs or testing of onsite or nearby wells;

(ii) obtained from information contained in published hydrogeological reports; or

(iii) as otherwise specified by rules adopted by the department of environmental quality pursuant to [76-4-104](#);

(f) evidence of sufficient water quality in accordance with rules adopted by the department of environmental quality pursuant to [76-4-104](#);

(g) a preliminary analysis of potential impacts to ground water quality from new wastewater treatment systems, using as guidance rules adopted by the board of environmental review pursuant to [75-5-301](#) and [75-5-303](#) related to standard mixing zones for ground water, source specific mixing zones, and nonsignificant changes in water quality. The preliminary analysis may be based on currently available information and must consider the effects of overlapping mixing zones from proposed and existing wastewater treatment systems within and directly

adjacent to the subdivision. Instead of performing the preliminary analysis required under this subsection (1)(g), the subdivider may perform a complete nondegradation analysis in the same manner as is required for an application that is reviewed under Title 76, chapter 4.

(2) A subdivider whose land division is excluded from review under [76-4-125\(2\)](#) is not required to submit the information required in this section.

30. A form of Subdivision Improvements Agreement, if proposed;
31. Letter requesting a revocation of agricultural covenants;
32. Letter indicating locations of cultural or historic resources;
33. Variance request or approval;
34. Re-zoning application or approval;
35. When required, a flood hazard evaluation which contains the following detailed information:[to be submitted to the Water Resources Division, Department of Natural Resources]:
  - a. Certification by a registered professional engineer;
  - b. An overall scaled plan view with identified scale for vertical and horizontal distance showing the following:
    - i. Watercourse
    - ii. floodplain boundaries
    - iii. location of property
    - iv. contours
    - v. cross-sections
    - vi. bridges or other contractions in the floodplains
    - vii. USGS gauging stations (if any);
  - c. The location and elevation of a temporary benchmark(s) established within the subdivision and referenced to mean sea level with appropriate elevation adjustment.
  - d. Cross-sectional information which contains the following information:
    - i. Elevations and stations that are determined at points representing significant breaks in ground slope and at changes in the hydraulic characteristics of the floodplain (i.e., points where ground cover, soil, or rock conditions change). Elevations must be reported in NAVD 88 or NGVD 29 datum.
    - ii. Each cross-section must cross the entire floodplain. The cross-section alignment should be perpendicular to the general flow of the watercourse (approximately perpendicular to contour lines). Occasionally, wide floodplains require a dog-leg alignment to be perpendicular to the anticipated flow lines. Shots should be taken at the water's edge and measurements taken (if elevation shots cannot be taken) to determine the channel bottom shape. Cross sections must be accurately located on a USGS 7 ½ minute quad sheet.

- iii. The number of cross-sections needed, and the distance between cross-sections, will vary depending on the site, the slope of the watercourse, the slope of the channel, and the hydraulic characteristics of the reach. A minimum of four cross sections are required over the entire reach with at least two cross-sections at the property where the elevations are desired. Additional cross-sections must be taken at bridges, control structures, or natural constrictions in topography. [Photogrammetric methods may be used in lieu of cross sections whenever appropriate and when reviewed and approved by the county.]
  - e. A description and sketch of all bridges within the reach, showing unobstructed waterway openings and elevations.
  - f. Elevation of the water surface is to be determined by survey as part of each valley cross section.
  - g. Supporting Documentation, such as engineering reports of computer computations, calculations, and assumptions that may include:
    - i. Hydrology (research of published hydrology or calculations showing how hydrology was derived)
    - ii. Input files (hardcopy and on diskette)
    - iii. Output files (diskette only)
- 36. Letter identifying and proposing mitigation for potential hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials; and
- 37. Such additional relevant and reasonable information as identified by the Subdivision Administrator that is pertinent to the required elements of this section.

**SUPPLEMENT 6: DEPARTMENT OF ENVIRONMENTAL QUALITY  
APPLICATION FORM**

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**PART I GENERAL DESCRIPTION AND INFORMATION**

1. Name of the proposed subdivision \_\_\_\_\_
2. Location City and/or County \_\_\_\_\_  
Legal description: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
3. Is concurrent review by local governing body and DEQ requested? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Type of water supply system:  
\_\_\_\_\_ Individual well  
\_\_\_\_\_ Individual cistern  
\_\_\_\_\_ Individual surface water supply or spring  
\_\_\_\_\_ Shared well (2 connections)  
\_\_\_\_\_ Multiple-user water supply system (3-14 connections and fewer than 25 people)  
\_\_\_\_\_ Service connection to multiple-user system  
\_\_\_\_\_ Service connection to public system  
\_\_\_\_\_ Extension of public main  
\_\_\_\_\_ New public system (15 or more connections or serving 25 or more people)
5. Type of wastewater treatment system:  
\_\_\_\_\_ Individual wastewater treatment system  
\_\_\_\_\_ \_\_\_\_\_ Number of bedrooms (3 bedrooms will be used if known)  
\_\_\_\_\_ Shared wastewater treatment system (2 connections)  
\_\_\_\_\_ Multiple-user system (3-14 connections and fewer than 25 people)  
\_\_\_\_\_ Service connection to multiple-user system  
\_\_\_\_\_ Service connection to public system  
\_\_\_\_\_ Extension of public main  
\_\_\_\_\_ New public system (15 or more connections or serving 25 or more people)
6. Name of solid waste (garbage) disposal site: \_\_\_\_\_
7. Nondegradation  
Yes \_\_\_\_\_ No \_\_\_\_\_ Is information included which substantiates that there will be no degradation of state waters or that degradation will be non-significant?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If not, have you enclosed an Application to Degrade?
8. Descriptive Data:  
\_\_\_\_\_ Number of lots or rental spaces .  
\_\_\_\_\_ Total acreage in lots being reviewed  
\_\_\_\_\_ Total acreage in streets or roads  
\_\_\_\_\_ Total acreage in parks, open space, and/or common facilities  
\_\_\_\_\_ Total gross acreage of subdivision  
\_\_\_\_\_ Minimum size of lots or spaces .  
\_\_\_\_\_ Maximum size of lots or spaces
9. Indicate the proposed use(s) and number of lots or spaces in each:

_____	Residential, single family	
_____	Residential, multiple family	Number of units _____
_____	Types of multiple family structures (e.g. duplex)	
	_____	Number of units _____
_____	Planned unit development	Number of units _____
_____	Condominium	Number of units _____
_____	Mobile home park	Number of spaces _____
_____	Recreational vehicle park	Number of spaces _____
_____	Commercial or industrial	
_____	Other (please describe)	_____

10. Provide the following information regarding the development:

Current land use \_\_\_\_\_  
 Depth to ground water at the time of year when water table is nearest to the natural ground surface within the drainfield areas \_\_\_\_\_  
 Depth to bedrock or other impervious material in the drainfield areas \_\_\_\_\_  
 Existing zoning or other regulations \_\_\_\_\_

11. Include the following attachments, if applicable.

Yes \_\_\_\_\_ N/A \_\_\_\_\_ An overall development plan indicating the intent for the development of the remainder of the tract, if the tract is to be subdivided in phases.  
 Yes \_\_\_\_\_ N/A \_\_\_\_\_ Drafts of any covenants and restrictions to be included with deeds or contracts for sale.  
 Yes \_\_\_\_\_ N/A \_\_\_\_\_ Drafts of homeowners' association bylaws and articles of incorporation, if applicable.

(Submitting a draft copy of a homeowners' association bylaws and articles of incorporation is adequate for DEQ to initiate and complete its review of sanitary facilities, but a copy of the fully executed documents must be submitted before DEQ can issue final approval.)

I understand that a person may not dispose of any lot within a subdivision, erect any facility for the supply of water or disposal of sewage or solid waste, erect any building or shelter in a subdivision that requires facilities for the supply of water or disposal of sewage or solid waste, or occupy any permanent buildings in a subdivision until the reviewing authority under the Sanitation in Subdivisions Act has issued a certificate of subdivision approval indicating that the subdivision is not subject to sanitary restriction, unless the subdivision is exempt from the Sanitation in Subdivisions Act under 76-4-125, MCA. I understand that a person may not construct or use a facility that deviates from the certificate of subdivision approval until reviewing authority has approved the deviation.

I designate \_\_\_\_\_ as my representative for the purpose of this application.

**Designated representative, if any (e.g. engineer, surveyor)**

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

\_\_\_\_\_  
 Address (Street or P.O. Box) City, State, Zip Code



Information specified in this Part must be provided in addition to that required in parts I and II of this application form, unless the proposed subdivision qualifies for an exemption under Section IV-A-1.b of the subdivision regulations.

Describe the following environmental features, provide responses to each of the following questions and provide reference materials as required. All materials and reports submitted must be submitted in the following order: **Environmental Assessment, Summary of Probable Impacts, and Community Impacts**. All materials and reports should be clearly typed any handwritten material or reports must be clearly legible. Responses should cite any reference materials that apply to a topic or selection. If the proposed development will not have an impact on a particular topic or selection the subdivider must provide information and a detailed analysis as to why there will be no impact.

### **1. Surface Water**

Locate on a plat overlay or sketch map:

- a. Any natural water systems such as streams, rivers, intermittent streams, lakes or marshes (also indicate the names and sizes of each).
- b. Any artificial water systems such as canals, ditches, aqueducts, reservoirs, and irrigation systems (also indicate the names, sizes and present uses of each).
- c. Time when water is present (seasonally or all year).
- d. Any areas subject to flood hazard, or in delineated 100 year floodplain.
- e. Describe any existing or proposed stream bank alteration from any proposed construction or modification of lake beds or stream channels. Provide information on location, extent, type and purpose of alteration, and permits applied for.

### **2. Groundwater**

Using available data, provide the following information:

- a. The minimum depth to water table and identify dates when depths were determined. What is the location and depth of all aquifers which may be affected by the proposed subdivision? Describe the location of known aquifer recharge areas which may be affected.
- b. Describe any steps necessary to avoid depletion or degradation of groundwater recharge areas.

### 3. Topography, Geology and Soils

- a. Provide a map of the topography of the area to be subdivided, and an evaluation of suitability for the proposed land uses. On the map identify any areas with highly erodible soils or slopes in excess of 15% grade. Identify the lots or areas affected. Address conditions such as:
  - i. Shallow bedrock
  - ii. Unstable slopes
  - iii. Unstable or expansive soils
  - iv. Excessive slope
- b. Locate on an overlay or sketch map:
  - i. Any known hazards affecting the development which could result in property damage or personal injury due to:
    - A. Falls, slides or slumps -- soil, rock, mud, snow.
    - B. Rock outcroppings
    - C. Seismic activity.
    - D. High water table
- c. Describe measures proposed to prevent or reduce these dangers.
- d. Describe the location and amount of any cut or fill more than three feet in depth. Indicate these cuts or fills on a plat overlay or sketch map. Where cuts or fills are necessary, describe plans to prevent erosion and to promote vegetation such as replacement of topsoil and grading.
- e. In considering any unusual conditions specifically address any problems which may be encountered in excavating for:
  - i. Basements
  - ii. Water supply trenches
  - iii. Sewer line trenches
  - iv. Septic tank and drainfields
  - v. Underground electrical and telephone lines

#### **4. Vegetation**

- a. On a plat overlay or sketch map:
  - i. Indicate the distribution of the major vegetation types, such as marsh, grassland, shrub, coniferous forest, deciduous forest, mixed forest.
  - ii. Identify the location of critical plant communities such as:
    - A. Stream bank or shoreline vegetation
    - B. Vegetation on steep, unstable slopes
    - C. Vegetation on soils highly susceptible to wind or water erosion
    - D. Type and extent of noxious weeds
- b. Describe measures to:
  - i. Preserve trees and other natural vegetation (e.g. locating roads and lot boundaries, planning construction to avoid damaging tree cover).
  - ii. Protect critical plant communities (e.g. keeping structural development away from these areas), setting areas aside for open space.
  - ii. Prevent and control grass, brush or forest fires (e.g. green strips, water supply, access.)
  - iv. Control and prevent growth of noxious weeds

#### **5. Wildlife**

- a. Identify species of fish and wildlife use the area affected by the proposed subdivision.
- b. On a copy of the preliminary plat or overlay, identify known critical wildlife areas, such as big game winter range, calving areas and migration routes; riparian habitat and waterfowl nesting areas; habitat for rare or endangered species and wetlands.
- c. Describe proposed measures to protect or enhance wildlife habitat or to minimize degradation (e.g. keeping buildings and roads back from shorelines; setting aside wetlands as undeveloped open space).

## **SUPPLEMENT 8: SUMMARY OF PROBABLE IMPACTS**

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Describe in detail the probable impacts of the proposed subdivision on each topic below. Provide responses to each the following questions and provide reference materials as required.

All materials and reports submitted must be submitted in the following order: **Environmental Assessment, Summary of Probable Impacts, and Community Impacts**. All materials and reports should be clearly typed any handwritten material or reports must be clearly legible. Responses should cite any reference materials that apply to a topic or selection. If the proposed development will not have an impact on a particular topic or selection the subdivider must provide information and a detailed analysis as to why there will be no impact.

### **1. Effects on Agriculture**

- a. Is the proposed subdivision or associated improvements located on or near prime farmland or farmland of statewide importance as defined by the Natural Resource Conservation Service? If so, identify each area on a copy of the preliminary plat.
- b. Describe whether the subdivision would remove from production any agricultural or timber land.
- c. Describe in detail the possible conflicts with nearby agricultural operations (e.g., residential development creating problems for moving livestock, operating farm machinery, maintaining water supplies, controlling weeds or applying pesticides; agricultural operations suffering from vandalism, uncontrolled pets or damaged fences).
- d. Describe in detail the possible nuisance problems which may arise from locating a subdivision near agricultural or timber lands.
- e. Describe in detail effects the subdivision would have on the value of nearby agricultural lands.
  - i. Would the market, mortgage, and taxable value of the nearby agricultural land increase?
  - ii. Would the increased market value and the condition in b, c, and d, above encourage further land division or otherwise remove land from production?
- f. Would the costs of providing additional educational and other public facilities result in higher mill levies on agricultural properties?

**2. Effects on Agricultural Water User Facilities**

- a. Describe conflicts the subdivision would create with agricultural water user facilities (e.g. residential development creating problems for operating and maintaining irrigation systems) and whether agricultural water user facilities would be more subject to vandalism or damage because of the subdivision.
- b. Describe possible nuisance problems which the subdivision would generate with regard to agricultural water user facilities (e.g. safety hazards to residents or water problems from irrigation ditches, head gates, siphons, sprinkler systems, or other agricultural water user facilities).

**3. Effects on Local Services**

- a. Indicate the proposed use and number of lots or spaces in each:
  - \_\_\_\_\_ Residential, single family
  - \_\_\_\_\_ Residential, multiple family
  - \_\_\_\_\_ Types of multiple family structures and number of each (e.g. duplex, 4-plex)
  - \_\_\_\_\_ Planned unit development (No. of units)
  - \_\_\_\_\_ Condominium (No. of units)
  - \_\_\_\_\_ Mobile Home Park
  - \_\_\_\_\_ Recreational Vehicle Park
  - \_\_\_\_\_ Commercial or Industrial
  - \_\_\_\_\_ Other (Please describe \_\_\_\_\_)
- b. Describe the additional or expanded public services and facilities that would be demanded of local government or special districts to serve the subdivision.
  - i. Describe additional costs which would result for services such as roads, bridges, law enforcement, parks and recreation, fire protection, water, sewer and solid waste systems, schools or busing, (including additional personnel, construction, and maintenance costs).
  - ii. Who would bear these costs (e.g. all taxpayers within the jurisdiction, people within special taxing districts, or users of a service)?
  - ii. Can the service providers meet the additional costs given legal or other constraints (e.g. statutory ceilings on mill levies or bonded indebtedness)?
  - iv. Describe off-site costs or costs to other jurisdictions may be incurred (e.g. development of water sources or construction of a sewage treatment plant; costs borne by a nearby municipality).

- c. Describe how the subdivision allows existing services, through expanded use, to operate more efficiently, or makes the installation or improvement of services feasible (e.g. allow installation of a central water system, or upgrading a country road).
- d. What are the present tax revenues received from the unsubdivided land?
  - i. By the County \$ \_\_\_\_\_
  - ii. By the municipality if applicable \_\_\_\_\_
  - iii. By the school(s) \$ \_\_\_\_\_
- e. Provide the approximate revenues received by each above taxing authority if the lots are reclassified, and when the lots are all improved and built upon. Describe any other taxes that would be paid by the subdivision and into what funds (e.g. personal property taxes on mobile/manufactured homes are paid into the County general fund).
- f. Would new taxes generated from the subdivision cover additional public costs?
- g. How many special improvement districts would be created which would obligate local government fiscally or administratively? Are any bonding plans proposed which would affect the local government's bonded indebtedness?

**4. Effects on the Historic or Natural Environment**

- a. Describe and locate on a plat overlay or sketch map known or possible historic, paleontological, archaeological or cultural sites, structures, or objects which may be affected by the proposed subdivision.
- b. How would the subdivision affect surface and groundwater, soils, slopes, vegetation, historical or archaeological features within the subdivision or on adjacent land? Describe plans to protect these sites.
  - i. Would any stream banks or lake shorelines be altered, streams rechanneled or any surface water contaminated from sewage treatment systems, run-off carrying sedimentation, or concentration of pesticides or fertilizers?
  - ii. Would groundwater supplies likely be contaminated or depleted as a result of the subdivision?
  - iii. Would construction of roads or building sites require cuts and fills on steep slopes or cause erosion on unstable, erodible soils? Would soils be contaminated by sewage treatment systems?

- iv. Describe the impacts that removal of vegetation would have on soil erosion, bank, or shoreline instability.
  - v. Would the value of significant historical, visual, or open space features be reduced or eliminated?
  - vi. Describe possible natural hazards the subdivision be could be subject to (e.g., natural hazards such as flooding, rock, snow or land slides, high winds, severe wildfires, or difficulties such as shallow bedrock, high water table, unstable or expansive soils, or excessive slopes).
- c. How would the subdivision affect visual features within the subdivision or on adjacent land? Describe efforts to visually blend the proposed development with the existing environment (e.g. use of appropriate building materials, colors, road design, underground utilities, and re-vegetation of earthworks).

## **5. Effects on Wildlife and Wildlife Habitat**

- a. Describe in detail what impacts the subdivision or associated improvements would have on wildlife areas such as big game wintering range, migration routes, nesting areas, wetlands, or important habitat for rare or endangered species.
- b. Describe in detail the effect that pets or human activity would have on wildlife.

## **6. Effects on the Public Health and Safety**

- a. Describe in detail any health or safety hazards on or near the subdivision, such as: natural hazards, lack of water, drainage problems, heavy traffic, dilapidated structures, high pressure gas lines, high voltage power lines, or irrigation ditches. These conditions, proposed or existing should be accurately described with their origin and location identified on a copy of the preliminary plat.
  - b. Describe in detail how the subdivision would be subject to hazardous conditions due to high voltage lines, airports, highways, railroads, dilapidated structures, high pressure gas lines, irrigation ditches, and adjacent industrial or mining uses.
  - c. Describe in detail land uses adjacent to the subdivision and how the subdivision will affect the adjacent land uses. Identify existing uses such as feed lots, processing plants, airports or industrial firms which could be subject to lawsuits or complaints from residents of the subdivision.
- a. Describe detail public health or safety hazards, such as dangerous traffic, fire conditions, or contamination of water supplies which would be created by the subdivision.

**7. Compliance with Survey Requirements, Local Subdivision Regulations and Review Procedures.**

Describe in detail compliance with survey requirements, local subdivision regulations and review procedures. Provide responses to each of the following questions and provide reference materials as required.

- a. Does the subdivision meet the requirements of the Montana Subdivision and Platting Act, the surveying requirements specified in the Uniforms Standards for Monumentation, and the Richland County Subdivision Regulations? (Note any requirements the proposed subdivision does not comply with, and note any variance requested.)
- b. Has the subdivision review procedure been complies with?

**8. Provisions of Easements for the Location and Installation of any Planned Utilities.**

Describe in detail provision of easements for the location and installation of any planned utilities. Provide responses to each of the following questions and provide reference materials as required;

- a. Indicate what utilities will be supplied.
- b. Indicate the utility company or companies providing the electrical power, natural gas, or telephone services. To what extent will these utilities be places underground? What arrangements have been made to secure these utilities?
- c. Describe proposed street lighting and who will provide it.
- d. Has the preliminary plat been submitted to affected utilities for review?
- e. Estimate the completion date of each utility installation.
- f. Does the subdivision provide easements for the location and installation of utilities as specified in these regulation?
- g. Are all easements, both proposed and existing, clearly noted and located on the face of the plat?

## **SUPPLEMENT 9: COMMUNITY IMPACT REPORT**

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Provide a community impact report containing a statement of estimated number of people coming into the area as a result of the subdivision, anticipated needs of the proposed subdivision for public facilities and services, the increased capital and operating cost to each affected unit of local government. Provide responses to each of the following questions and provide reference materials as required.

All materials and reports submitted must be submitted in the following order: **Environmental Assessment, Summary of Probable Impacts, and Community Impacts**. All materials and reports should be clearly typed any handwritten material or reports must be clearly legible. Responses should cite any reference materials that apply to a topic or selection. If the proposed development will not have an impact on a particular topic or selection the subdivider must provide information and a detailed analysis as to why there will be no impact.

### **1. Education and Busing**

- a. Describe the available educational facilities which would serve this subdivision.
- b. Estimate the number of school children that will be added by the proposed subdivision. Provide a statement from the administrator of the affected school system indicating whether the increased enrollment can be accommodated by the present personnel and facilities and by the existing school bus system. If not, estimate the increased expenditures that would be necessary to do so.

### **2. Roads and Maintenance**

- a. Estimate how much daily traffic the subdivision, when fully occupied will generate on existing streets and arterials.
- b. Describe the capability of existing and proposed roads to safely accommodate this increased traffic.
- c. Describe increased maintenance problems and increased cost due to this increase in volume.
- d. Describe proposed new public or private access roads including:
  - i. Measures for disposing of storm run-off from streets and roads.
  - ii. Type of road surface and provisions to be made for dust.
  - iii. Facilities for streams or drainage crossing (e.g. culverts, bridges).
  - iv. Seeding of disturbed areas.
- e. Describe the closing or modification of any existing roads.
- f. Explain why road access was not provided within the subdivision, if access to any individual lot is directly from arterial streets or roads.
- g. Is year-round access by conventional automobile over legal rights-of-way available to the subdivision and to all lots and common facilities within the subdivision? Identify the owners of any private property over which access to the subdivision will be provided.
- h. Estimate the cost and completion date of the system, and indicate who will pay the cost of installation, maintenance and snow removal.

**3. Water, Sewage, and Solid Waste Facilities**

- a. Briefly describe the water supply and sewage treatment systems to be used in serving the proposed subdivision (e.g. methods, capacities, locations).
- b. Provide information on estimated cost of the system, who will bear the costs, and how the system will be financed.
- c. Where hook-up to an existing system is proposed, describe estimated impacts on the existing system, and show evidence that permission has been granted to hook up to the existing system.
- d. All water supply and sewage treatment plans and specifications will be reviewed and approved by the Department of Environmental Quality (DEQ) and should be submitted using the appropriate DEQ application form.
- e. Describe the proposed method of collecting and disposing of solid waste from the development.
- f. If use of an existing collection system or disposal facility is proposed indicate the name and location of the facility.

**4. Fire and Police Protection**

- a. Describe the fire and police protection services available to the residents of the proposed subdivision including number of personnel and number of vehicles or type of facilities for:
  - i Fire protection -- is the proposed subdivision in an existing fire district? If not, will one be formed or extended? Describe what fire protection procedures are planned?
  - ii Law --Enforcement protection – Which of --is the proposed subdivision within the jurisdiction of a County Sheriff or municipal police department
- b. Can the fire and police protection service needs of the proposed subdivision be met by present personnel and facilities? If not, describe the additional expenses that would be necessary to make these services adequate, and who would pay the costs?

**5. Payment for extension of Capital Facilities**

Indicate how the subdivider will pay for the cost of extending capital facilities resulting from expected impacts directly attributable to the subdivision.

**SUPPLEMENT 10: LAW ENFORCEMENT SUBDIVISION REPORT**

**To be completed by the Sheriff or Police Chief:**

Name of proposed Subdivision or Subdivider: \_\_\_\_\_

1. Which Law Enforcement Agency will provide services to the proposed subdivision?  
Richland County \_\_\_\_\_ Sidney \_\_\_\_\_ Fairview \_\_\_\_\_

2. What will the response time be? \_\_\_\_\_

3. Will the Agency be able to provide adequate services to the proposed subdivision area  
utilizing current personnel, services, and facilities?  
Yes \_\_\_\_\_ No \_\_\_\_\_

4. If no, describe what will be needed to provide adequate services to the subdivision? Be  
specific, and include cost details for personnel, vehicles, equipment, training, etc... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Signature

\_\_\_\_\_  
Title

**To be completed by Developer/land owner:**

If there are additional costs for police/sheriff services who will incur the cost? \_\_\_\_\_  
\_\_\_\_\_

If there are additional costs for law enforcement services who will incur the cost?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of developer/landowner

\_\_\_\_\_  
Date

**SUPPLEMENT 11: FIRE DEPARTMENT/DISTRICT  
SUBDIVISION REPORT**

**To be completed by the Fire Marshall or Chief:**

Name of proposed Subdivision or Subdivider: \_\_\_\_\_

1. Name of Fire service area or district that will be providing service to the proposed subdivision? \_\_\_\_\_
2. Is there Fire protection procedures are planned for this subdivision? Yes \_\_\_\_ No \_\_\_\_\_ If not, will one be required for this development. Yes \_\_\_\_\_ No \_\_\_\_\_
3. What would the response time be? \_\_\_\_\_
4. Will the Fire Department or District be able to provide adequate service to the proposed subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_
5. If no, describe what will be needed to provide adequate services to the subdivision? Be specific, and include cost details for personnel, vehicles, equipment, training, etc... \_\_\_\_\_  
\_\_\_\_\_
6. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
To be signed by Fire Chief/Marshall

\_\_\_\_\_  
Date

Print Name of Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**To be completed by Developer/land owner:**

What is the fire risk rating analysis, if any? \_\_\_\_\_  
{Risk-“means the measure of the probability and severity of adverse effect to persons or property that result from an exposure to a wildfire (direct flames, radiant heat, or firebrands).” Source: DNRC “Guidelines for Development within the Wildland-Urban Interface” September 24, 2009 issue.}

If there are additional costs for fire services who will incur the cost?  
\_\_\_\_\_  
\_\_\_\_\_

If Fire protection procedures are planned will be required for this subdivision; describe: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of developer/landowner

\_\_\_\_\_  
Date

**Supplement 12: FINAL PLAT APPROVAL FORM**

---

Date \_\_\_\_\_

1. Name of Subdivision: \_\_\_\_\_
2. Location: \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
3. Type of Subdivision: \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Major Subdivision
4. Amended Plats: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision
5. Location (City/Town and/or County) \_\_\_\_\_
6. Type of development:      Single Family \_\_\_\_\_      Multi-Family \_\_\_\_\_  
   Condominium \_\_\_\_\_      Commercial/Industrial \_\_\_\_\_  
   Other, describe \_\_\_\_\_
7. Property Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Name, address and telephone number of subdivider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Name, address and telephone number of persons of firms providing services and information (e.g.: surveyor, engineer, designer, planning consultant, attorney): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Descriptive Data: \_\_\_\_\_  
Total number of Lots or rental spaces: \_\_\_\_\_ Gross area in acres: \_\_\_\_\_  
Existing zoning or other regulations \_\_\_\_\_  
Fire Department/District: \_\_\_\_\_ Police/Sheriff: \_\_\_\_\_
11. Date Preliminary Plat Approved: \_\_\_\_\_
12. Any Conditions? \_\_\_\_\_ (If Yes, attach list of conditions.)
13. Any Deed Restrictions or covenants? \_\_\_\_\_ (If Yes, attach a copy.)
14. All improvements installed? \_\_\_\_\_ (If No, attach a subdivision improvements agreement or guarantees.)



**SUPPLEMENT 13:                      SAMPLE CERTIFICATES**

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Certificate of Completion of Public Improvements

Certificate of Surveyor – Final Plat

Certificate of Dedication – Final Plat

Certificate of Consent to Dedication by Encumbrances

Certificate of Waiver of Park Land Dedication and Acceptance of Cash in Lieu Thereof

Certificate of Examining Land Surveyor Where Required – Final Plat

Certificate of County Treasurer

Certificate of Final Plat Approval – County

Certificate of Final Plat Approval – City

Certificate of Filing by Clerk and Recorder



**Certificate of Dedication – Final Plat**

(I) (We), the undersigned property owner(s), do hereby certify that (I) (We) have caused to be surveyed, subdivided and platted into lots, blocks, streets and alleys, as shown by the plat hereto annexed, the following described land in (City and County if in Unincorporated Area), to-wit:

(Exterior boundary description of area contained in plat and total acreage)

The above described tract of land is to be known and designated as (Name of Subdivision), and the lands included in all streets, avenues, alleys, and parks or public squares shown on said plat are hereby granted and donated to the use of the public forever.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Acknowledged and notarized signatures of all record owners of platted property)

XX

**Consent to Dedication by Encumbrances, If Any**

(I) (We), the undersigned encumbrancer(s), do hereby join in and consent to the annexed plat and release (my) (our) respective liens, claims and encumbrances as to any portion of said lands shown on such plat as being dedicated to the use of the public forever.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Acknowledged and notarized signatures of all encumbrancers of record)

XX

**Certificate of Waiver of Park Land Dedication and Acceptance of Cash in Lieu Thereof**

I, (Name of City or Town Clerk), (County Clerk and Recorder) of (Name of City or County), Montana, do certify that the following order was made by the (Governing Body) of (Name of City or County) at a meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and entered into the proceedings of said Body to-wit: “Inasmuch as the dedication of park land within the platted area of (Name of Subdivision) is undesirable for the reasons set forth in the minutes of this meeting, it is hereby ordered by the (Name of Governing Body) that land dedication for park purposes be waived and that cash in lieu of park with the provisions of Title 76, Chapter 3, MCA.”

In witness whereof, I have hereunto affixed the seal of (Name of City or County), Montana this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Seal)

(Signature of Clerk)

XX

**Certificate of Examining Land Surveyor Where Required – Final Plat**

I, (Name of Examining Land Surveyor), acting as an Examining Land Surveyor for (City or County), Montana, do hereby certify that I have examined the final plat of (Name of Subdivision) and find that the survey data shown thereon meet the conditions set forth by or pursuant to Title 76, Chapter 3, Part 4, MCA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Signature)  
(Name of Surveyor)  
Registration No. \_\_\_\_\_  
(City or County)

XX

**Certificate of County Treasurer**

I hereby certify, pursuant to Section 76-3-611(1)(b), MCA, that all real property taxes assessed and levied on the land described hereon and encompassed by the proposed (Name of Subdivision) have been paid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Tax Statement No. \_\_\_\_\_

(seal)

(Signature of County Treasurer) Treasurer,  
\_\_\_\_\_ County, Montana

XX

**Certificate of Final Plat Approval – County**

The County Commission of \_\_\_\_\_ County, Montana does hereby certify that it has examined this subdivision plat and having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Signatures of Commissioners)

ATTEST:

(Seal of County)

\_\_\_\_\_  
(Signature of Clerk and Recorder)  
\_\_\_\_\_, Montana

XX



**SUPPLEMENT 14: MODEL SUBDIVISION  
IMPROVEMENT AGREEMENT**

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The parties to this Subdivision Improvements Agreement (“this agreement”) are \_\_\_\_\_ (“the subdivider”) and \_\_\_\_\_ (“the City” or “the County”).

WHEREAS, the subdivider desires to defer construction of improvements described in Attachment (\_\_\_\_\_); and

WHEREAS, the purpose of this Agreement is to protect the City (or County) and is not intended for the benefit of contractors, suppliers, laborers or others providing work, services, or materials to the Subdivision, or for the benefit of lot or home buyers in the Subdivision; and

WHEREAS, the mutual promises, covenants and obligations contained in this Agreement are authorized by state law and the City (or County) subdivision regulations.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Effective Date: The effective date of this Agreement is the date that final subdivision plat approval is granted by the City (or County).
2. Attachments: The Attachments cited herein are hereby made a part of this Agreement.

Subdivider’s Obligations

3. Improvements: The Subdivider shall construct and install, at his own expense, those subdivision improvements listed in Attachment (\_\_\_\_\_) of this Agreement. The Subdivider’s obligation to complete the improvements arises upon approval of the final subdivision plat, is not conditioned on the commencement of construction in the development or sale of any lots or improvements within the subdivision, and is independent of any obligations of the City (or County) contained in this Agreement.
4. Security: To secure the performance of his obligations under this Agreement, the Subdivider shall deposit with the City (or County) on or before the effective date, an Irrevocable Letter of Credit (or other financial security acceptable to the local officials) in the amount of \$ \_\_\_\_\_. The letter of credit shall be issued by (lending institution), be payable at sight to the City (or County) at any time upon presentation of (1) a sight draft drawn on the issuing lending institution in the amount up to \$ \_\_\_\_\_, (2) a signed statement or affidavit executed by an authorized City (or County) official stating that the Subdivider is in default under this Agreement; and (3) the original copy of the letter of credit.
5. Standards: The Subdivider shall construct the required improvements according to the standards and specifications required by the City (or County) as specified in Attachment (\_\_\_\_\_) of this Agreement.

6. Warranty: The Subdivider warrants that each and every improvement shall be free from defects for a period of 1 year from the date that the City (or County) accepts the dedication of the last improvement completed by the Subdivider.
7. Commencement and Completion Periods: The Subdivider shall complete all of the required improvements within (2) years from the effective date of this Agreement.
8. Compliance with Law: The Subdivider shall comply with all relevant laws, ordinances, regulations and requirements in effect at the time of subdivision plat approval when meeting his obligations under this Agreement.

City's (or County's) Obligations

9. Inspection and Certification:
  - a. The City (or County) shall provide for inspection of the improvements as they are completed and, where found acceptable, shall certify those improvements as complying with the standards and specifications set forth in Attachment (\_\_\_\_\_) of this Agreement. The inspection and certification, shall occur within 14 days of notice by the Subdivider that the improvements are complete and that he desires City (or County) inspection and certification. Before requesting City (or County) certification of any improvement the Subdivider shall present to the City (or County) valid lien waivers from all persons providing materials or performing work on the improvement.
  - b. Certification by the City (or County) does not constitute a waiver by the City (or County) of the right to draw funds under the letter of credit in the event defects in or failure of any improvement are found following the certification.
10. Notice of Defect: The City (or County) shall provide timely notice to the Subdivider whenever inspection reveals that an improvement does not conform to the standards and specifications set forth in Attachment (\_\_\_\_\_), or is otherwise defective. The Subdivider shall have 30 days from the date the notice is issued to remedy the defect. The City (or County) may not declare a default under this Agreement during the 30 day remedy period unless the Subdivider clearly indicates he does not intend to correct the defect. The Subdivider shall have no right to correct the defect in, or failure of, any improvement found after the City (or County) accepts dedication of the improvements.
11. Reduction of Security: After the acceptance of any improvement, the amount that the City (or County) is entitled to draw on the letter of credit shall be reduced by an amount equal to 90 percent of the estimated cost of the improvement as shown in Attachment (\_\_\_\_). At the request of the Subdivider, the City (or County) shall execute a certificate verifying the acceptance of the improvement and waiving its right to draw on the letter of credit to the extent of the amount. Upon the certification of all of the improvements the balance that may be drawn under the credit shall be available to the City (or County) for the one year warranty period plus an additional 90 days.
12. Use of Proceeds: The City (or County) shall use funds drawn under the letter of credit only

for the purposes of completing the improvements or correcting defects in or failure of the improvements.

#### Other Provisions

13. Events of Default: The following conditions, occurrences or actions constitute a default by the Subdivider during the completion period:
  - a. failure to complete construction of the improvements within two years of final subdivision plat approval;
  - b. failure to remedy the defective construction of any improvement within the remedy period;
  - c. insolvency of the Subdivider or the filing of a petition for bankruptcy;
  - d. foreclosure of the property or assignment or conveyance of the property in lieu of foreclosure.
  
14. Measure of Damages: The measure of damages for breach of this Agreement is the reasonable cost of completing the improvements. For purposes of this Agreement the estimated cost of the improvements as specified in Attachment (\_\_\_\_\_) is prima facie evidence of the minimum cost of completion. However, neither that amount nor the amount of the letter of credit establishes the maximum amount of the Subdivider's liability. The City (or County) may complete all unfinished improvements at the time of default regardless of the extent to which development has taken place in the Subdivision or whether development ever was commenced.
  
15. Local Government Rights Upon Default:
  - a. Upon the occurrence of any event of default, the City (or County) may draw on the letter of credit to the extent of the face amount of the credit less the estimated cost [as shown in Attachment (\_\_\_\_\_)] of all improvements previously certified by the City (or County). The City (or County) may complete improvements itself or contract with a third party for completion, or the City (or County) may assign the proceeds of the letter of credit to a subsequent subdivider who has acquired the Subdivision and who has the same rights of completion as the City (or County) if and only if the subsequent subdivider agrees in writing to complete the unfinished improvements.
  - b. In addition, the City (or County) may suspend final plat approval. During this suspension the Subdivider may not sell, transfer or otherwise convey lots or homes within the Subdivision without the express approval of the City (or County) until the improvements are completed and certified by the City (or County).
  
16. Indemnification: The Subdivider agrees to indemnify and hold the City (or County) harmless for and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of work under this Agreement. The Subdivider is not an employee or agent of the City (or County).

17. Amendment or Modification: The Parties to this Agreement may amend or modify this Agreement only by written instrument executed on behalf of the City (or County) and by the Subdivider.
18. Attorney's Fees: Should either party be required to resort to litigation, arbitration or mediation to enforce the terms of this Agreement, the prevailing party, whether plaintiff or defendant, is entitled to costs, including reasonable attorney's fees and expert witness fees, from the opposing party. If the court, arbitrator or mediator awards relief to both parties, each shall bear its own costs in their entirety.
19. Third Party Rights: No person or entity who is not party to this Agreement has any right of action under this Agreement, except that if the City (or County) does not exercise its rights within 60 days following an event of default, a purchaser of a lot or home in the Subdivision may bring an action in mandamus to compel the City (or County) to exercise its rights.
20. Scope: The Agreement constitutes the entire agreement between the parties and no statement, promise or inducement that is not contained in this Agreement is binding on the parties.
21. Time: For the purpose of computing the commencement and completion periods, and time periods for City (or County) action, times in which war, civil disasters, acts of God or extreme weather conditions occur will not be included if the events prevent the Subdivider or the City (or County) from performing the obligations under this Agreement.
22. Assigns: The benefits of this Agreement to the Subdivider may not be assigned without the express written approval of the City (or County). Such approval may not be withheld unreasonably, but any unapproved assignment is void. There is no prohibition on the right of the City (or County) to assign its rights under this Agreement.

The City (or County) shall release the original Subdivider's letter of credit if it accepts a new security from any subdivider or lender who obtains the property. However, no action by the City (or County) constitutes a release of the original subdivider from his liability under this Agreement.

23. Severability: If any part, term or provision of this Agreement is held by the courts to be illegal the illegality shall not affect the validity of any other part, term or provision, and the rights of the parties shall be construed as if the part, term or provision were never part of the Agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 City (or County) Official

\_\_\_\_\_  
 Name of Subdivider

***Comment:***

The following are acceptable means of guaranteeing subdivision improvements agreements, although others may also be acceptable. The irrevocable letter of credit is often the preferable guaranty because it is usually feasible for a subdivider to secure, and the local government can readily obtain funds to complete the required improvements should the subdivider fail to install the required the improvements. A suggested irrevocable letter of credit and commentary are included as part of this Appendix. The other common guaranties are also explained below.

The subdivider shall provide one or more of the following financial security guarantees in the amount of 125 percent of the estimated total cost of installing all required improvements.

**1. Letter of Credit**

Subject to governing body approval, the subdivider shall provide the governing body a letter of credit from a bank or other reputable institution or individual certifying the following:

- a. That the creditor guarantees funds in an amount equal to 125% of the cost, as approved by the governing body, of completing all required improvements.
- b. That if the subdivider fails to complete the specified improvements within the required period, the creditor shall immediately pay to the governing body upon presentation of a sight draft without further action, an amount of cash necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
- c. That this letter of credit may not be withdrawn, or reduced in amount, until released by the governing body.

**2. Escrow Account**

The subdivider shall deposit cash, or collateral readily convertible to cash at face value, either with the governing body or in escrow with a bank. The use of collateral other than cash, and the selection of the bank where funds are to be deposited must be approved by the governing body.

Where an escrow account is to be used, the subdivider shall give the governing body an agreement with the bank guaranteeing the following:

- a. That the funds in the escrow account are to be held in trust until released by the governing body and may not be used or pledged by the subdivider as security for any obligation during that period.
- b. That, should the subdivider fail to complete the required improvements, the bank shall immediately make the funds in escrow available to the governing body for completing these improvements.

**3. Property Escrow**

The subdivider may offer as a guarantee land or other property, including corporate stocks or bonds. The value of any real property to be used, accounting for the possibility of a decline in its value during the guarantee period, must be established by a licensed real estate appraiser or securities broker, as applicable, at the subdivider's expense. The governing

body may reject the use of property as collateral when the property value is unstable, when the property may be difficult to sell, or when other factors exist which will inhibit the exchange of the property for an amount of money sufficient to complete required improvements.

When property is offered as an improvement guarantee, the subdivider shall:

- a. Enter an agreement with the escrow agent instructing the agent to release the property to the governing body in the case of default. The agreement must be placed on file with the county clerk and recorder.
- b. File with the governing body an affidavit affirming that the property to be used as a guarantee is free and clear of any encumbrances or liens at the time it is to be put in escrow.
- c. Execute and file with the governing body an agreement stating that the property to be placed in escrow as an improvement guarantee will not be used for any other purpose, or pledged as a security for any other matter until it is released by the governing body.

4. Sequential Development

Where a subdivision is to be developed in phased portions, the governing body may, at its discretion, waive the use of a guarantee on the initial portion, provided that the portion contains no more than 25 lots, or 50 percent of the total number of lots in the proposed subdivision, whichever is less. The governing body may grant final plat approval to only one portion at a time. The plat approval for each succeeding portion will be contingent upon completion of all improvements in each preceding portion and acceptance of those improvements by the governing body. Completion of improvements in the final portion of the subdivision must be guaranteed through the use of one of the other methods detailed in this section.

5. Surety Performance Bond

The bond must be executed by a surety company authorized to do business in the State of Montana and acceptable as a surety to the governing body and countersigned by a Montana agent. The bond must be payable to the County (City) of \_\_\_\_\_. The bond must be in effect until the completed improvements are accepted by the governing body.

6. Special Improvements District

The governing body may enter into an agreement with the subdivider, and the owners of the property proposed for subdivision if other than the subdivider, that the installation of required improvements will be financed through a special or rural improvement district created pursuant to Title 7, Chapter 12, MCA. This agreement must provide that no lots within the subdivision shall be sold, rented, or leased, and no contract for the sale of lots executed, before the improvement district has been created.

If the proposed subdivision lies in an unincorporated area, the subdivider, or other owners of the property involved must also petition the board of county commissioners to create a rural improvement district pursuant to Section 7-12-2102, MCA.

An agreement to finance improvements through the creation of a special improvement district, or a petition to create a rural improvement district, constitutes a waiver by the subdivider or the other owners of the property of the right to protest, or petition against, the creation of the district under either Section 7-12-2109 or Section 7-12-4110, MCA. This waiver must be filed with the county clerk and recorder and shall be deemed to run with the land.

***Comment:***

*Local officials should be cautious in accepting special improvement districts or rural improvement districts as forms of improvements guaranties. In a number of cases in Montana, the subdivider has been unable to pay the assessments, and the city or county has had to bear the cost of completing the required improvements. These problems occur most frequently where improvement districts are formed as a means to provide improvements on raw land, and local officials may want to avoid creating improvement districts for undeveloped property.*

*Local officials should consult a bond underwriter before accepting an improvement district as a form of improvements guaranty.*

*Letters of credit may be revocable, so it is important to express that the letter of credit is irrevocable. Because the letter of credit does not incorporate the subdivision improvement agreement, the issuer of the credit cannot raise objections to the demand for payment. If the letter of credit specifies that the local government need only present a signed statement or affidavit that the subdivider is in default, the local government need not present proof of default or signed statements from any other party.*

*Under the letter of credit the local government is committed to use the funds for completion of the improvement.*

*It is important that the expiration date of the letter of credit allows the local government a reasonable amount of time after the improvements completion deadline to inspect the improvements and, if defects are found, prepare proper drafts and present a notice of default to the lending institution.*

*Lending institutions may be reluctant to issue letters of credit to be in force for long periods of time. Typically, improvements can be completed in 18-24 months, and an additional 1 year warranty period is appropriate to allow the local government to monitor for defects or failures. Following the warranty period an additional 90 days is reasonable to give local officials time to submit any drafts and documentation to draw funds, if necessary.*

*A "sight draft" commits the payor to make payment at the time the draft is presented, or on sight. Other types of drafts allow a waiting period or approval before the payor must make the payment.*

**SUPPLEMENT 16: IRREVOCABLE LETTER OF CREDIT**

Letter of Credit No. \_\_\_\_\_

Name of Local Government \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Gentlemen:

We hereby establish in your favor our Irrevocable Letter of Credit # \_\_\_\_ for the account of \_\_\_\_ (Subdivider) \_\_\_\_, available by your drafts at sight up to an aggregate amount of \$ \_\_\_\_\_. Should \_\_\_\_ (Subdivider) \_\_\_\_, default or fail to complete the improvements under the terms specified in the attached subdivision improvements agreement for \_\_\_\_ (name of subdivision) \_\_\_\_, we shall pay on demand your sight draft or drafts for such funds, to the limit of credit set forth herein, as are required to complete said improvements.

All drafts must be presented prior to \_\_\_\_ expiration date \_\_\_\_ and this Letter of Credit must accompany the final draft for payment. Drafts drawn hereunder must be by sight draft marked:

“Drawn under \_\_\_\_ (lending institution) \_\_\_\_, Letter of Credit # \_\_\_\_ dated \_\_\_\_ (date of Letter of Credit) \_\_\_\_,” and the amount drawn endorsed on the reverse hereof by the lending institution.

Unless otherwise stated, this Letter of Credit is subject to the Uniform Customs and Practices for Commercial Documentary Credits (1983 Revision) International Chamber of Commerce. We hereby agree with the drawers, endorsers and bona fide holders of the drafts drawn under and in compliance with the terms of this Credit that these drafts shall be duly honored upon presentation to the drawee.

This letter of credit may not be withdrawn or reduced in any amount prior to its expiration date except by your draft or written release.

\_\_\_\_ (Lending Institution) \_\_\_\_\_

\_\_\_\_ (Signature and Title of Official) \_\_\_\_\_







## **SUPPLEMENT 20: NUMBER OF SUBDIVISION APPLICATION COPIES FOR DISTRIBUTION**

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The subdivider shall provide the number of copies of the preliminary plat and supplement materials as determined by the Subdivision Administrator. All plats shall be 24 inch by 36 inch size and/or 11 inch by 17 inch size as specified by the Subdivision Administrator. The required copies of the all supplement materials shall be labeled, tabbed and bound in sets ready for distribution.

A copy of the preliminary plat and supplement materials shall be submitted for review to the following local departments:

- County Planner Office
- Richland County and/or City of Sidney or Town of Fairview Public Works or City, Town or County Engineer/Maintenance Supervisor (County Department prefers pdf file, if possible)
- County Sanitarian (information required for DEQ or local sanitation review)

The following total number of copies will need to be submitted to the Planner Office after the application has been deemed sufficient.

- ***Richland County jurisdictional Area*** (Total of 16)
  - Planning Board (13)
  - Richland County Board of Commission (3)
- ***City of Sidney and the Jurisdictional Area*** (Total of 16)
  - Sidney “Standing” Jurisdictional Area Committee (9)
  - City Council of the City of Sidney (7)
- ***Town of Fairview and the Jurisdictional Area*** (Total of 16)
  - Fairview “Standing” Jurisdictional Area Committee (9)
  - Town Council of the Town of Fairview (7)

The City/County Planning Board Bylaws state the subdivision packets should be “in the hands of” the Planning Board at least 14 days prior to the day of the public hearing.

The City/County Planning Board Bylaws state each Planning Board member (total of 13) is allowed to review subdivision applications, whether the subdivision is located within Richland County, Sidney, or Fairview jurisdictional areas. Therefore four (4) additional copies of the applications may be requested and will need to be submitted to the Planner Office for the Sidney or Fairview Jurisdictional Area board members.

**Final Plat (as outlined in Section II-B of the Subdivision Regulations) Application copies are to be submitted to:**

- County Planner Office (which includes the county/city attorney approval)
- City/Town and/or County Attorney

Required copies of the all supplement materials shall be labeled, tabbed and bound in sets ready for distribution.

## **Supplement 21: Planning Board and Governing Body meeting dates**

### **City/County Planning Board:**

\*First Tuesday of the month

(Scheduled meetings may dependent on board action items, expect in the months of January, April, July and October (76-1-301(1), MCA)

To confirm Planning Board meeting date or for more information call the Richland County Planner Office at 433-6886.

*Note:* The governing body following schedules may change due to holidays.

### **Richland County Commissioners:**

\*First Monday of every week,

\*First full week of the month: Monday, Tuesday, Wednesday

\*Second week of the month: Monday and Tuesday

\*Last day of the month

To confirm the dates or for more information call the Richland County Clerk & Recorder Office at 433-1706.

### **City of Sidney Town Council:**

\*First and Third Monday of the month

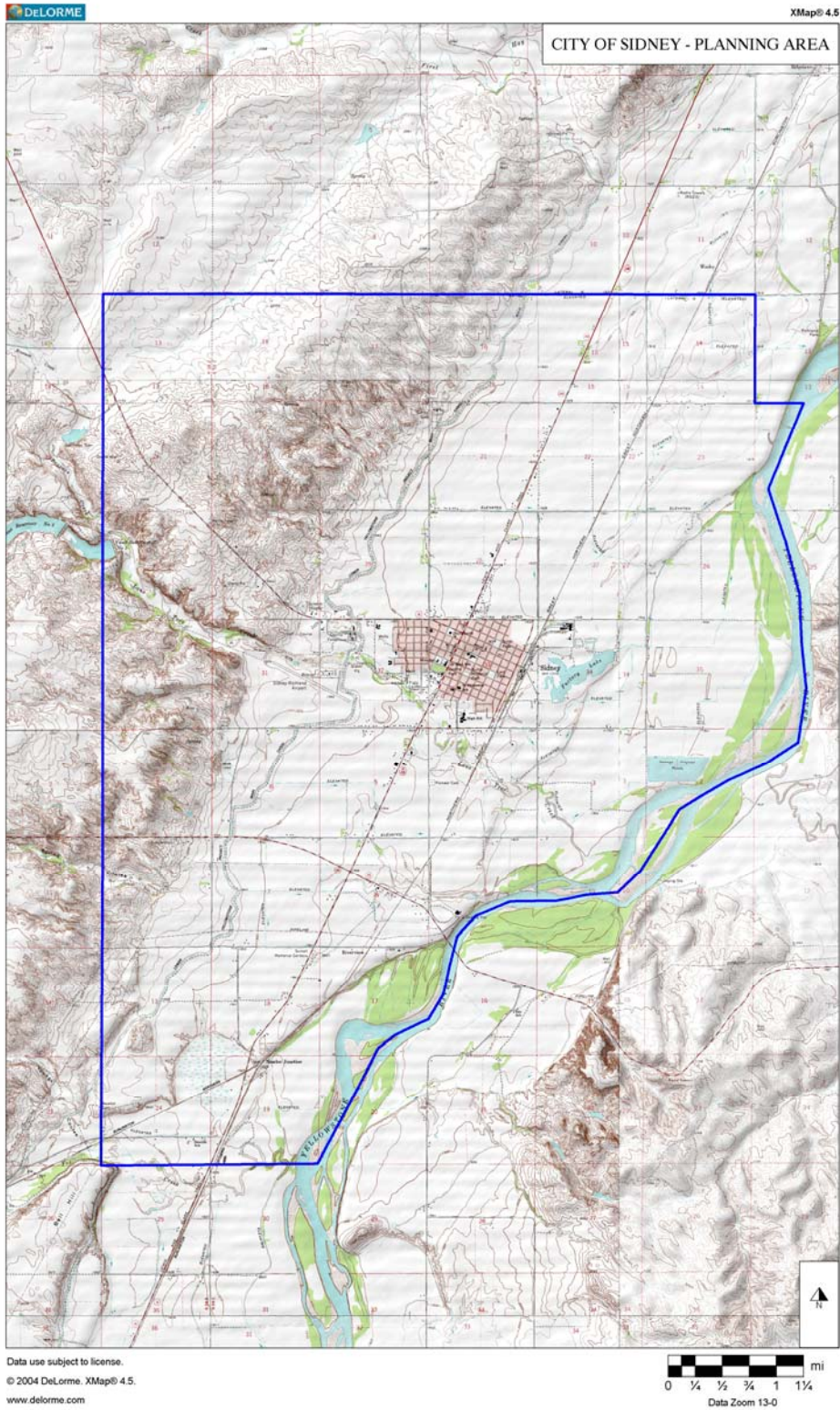
To confirm City Council meeting date or for more information call the City Clerk at 433-2809

### **Town of Fairview Town Council:**

\*Second Monday of the month

To confirm Town Council meeting date or for more information call the Town Clerk at 742-5616

# APPENDIX 1: SIDNEY JURISDICTIONAL AREA



# APPENDIX 2: FAIRVIEW JURISDICTIONAL AREA

