

- c.) final plat
 - d.) Sanitation approval
 - e.) A letter addressing how all conditions of approval have been met.
16. Subdivision Administrator notifies subdivider of date the final plat will be considered by the governing body.
 17. Subdivision Administrator prepares statement to be provided to Clerk & Records Office for final plat that includes the required documents to be recorded.
 18. Subdivider submits two mylars and one paper copy; the following signatures will be required:
 - A.) Governing body: Richland County Board of Commissioners, Mayor of the City of Sidney, or the Mayor of the Town of Fairview.
 - B.) Richland County Treasurer
 - C.) Richland County Clerk & Recorder Office; a recording fee will be required.
 - D.) Subdivision Administrator
 19. Subdivider takes mylars and paper copy and required final documents to Clerk & Record Office for recording.

You should be aware that in many instances, your professional (qualified person or firm) will take your proposed subdivision through this process.

Check Current Fee Schedule

(available at the Richland County Planner Office or on the website at www.richland.org/planning.)

The Minor Subdivision Process has two parts: preliminary plat and final plat.

BASIC STEPS

1. Pre-Application Meeting
 2. Submittal of preliminary plat and application
 3. Subdivision Administrator reviews application.
 4. Planning Board Meeting (if applicable)
 5. Governing body Meeting
 6. Governing body decision with conditions of approval
 7. Completion of conditions of approval
 8. Subdivider submits the final plat and application
 9. Governing body finalizes plat
 10. Plat is recorded
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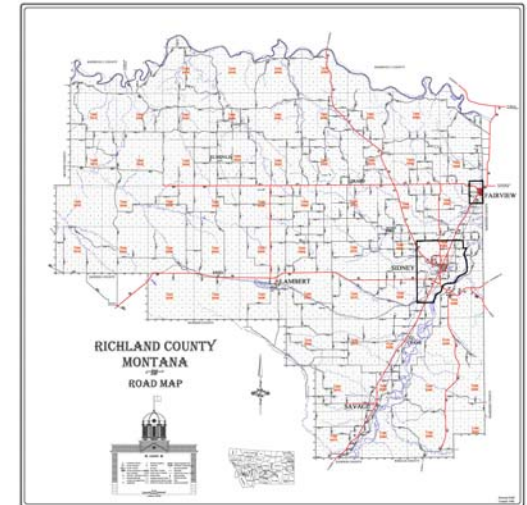
If you have any additional questions, please contact the Planner Office, and/or make an appointment to meet with the Subdivision Administrator. You can receive walk-in assistance Monday-Friday from 8am—5pm at the Richland County Planner Office.

Updated: September 2011
www.richland.org/planning

***Disclaimer: This document was created as quick reference for a subdivision review. The full Subdivision Regulations requirements, Public Hearings requirements, and time frames are outlined and defined in the Richland County, City of Sidney, Town of Fairview Subdivision Regulations.

MINOR SUBDIVISION

Application Process for Richland County City of Sidney Town of Fairview



Richland County Planner Office

123 West Main Street, Suite 2
 Sidney, MT 59270
 Phone: (406) 433-6886
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www.richland.org/planning

Minor Subdivision Process

To transfer ownership of a parcel containing less than 160 acres, State law requires that the property be subdivided. If the land has never been divided before and it involves five (5) or fewer lots (including the original tract), this process is call a "minor subdivision".

Subdivider's Responsibility

- Hire a qualified person or firm to complete the survey of the property and the plat (the legal map of the property).
- Submit a complete application to the Planner Office.
- Pay all applicable fees, including, but not limited to: application review fee, and recording fee.
- Address necessary fire protection provision and provide adequate fire protection, if applicable.
- Discuss subdivision with Richland County Sanitarian and obtain approval from the Montana Department of Environmental Quality (MDEQ), if applicable, for water and wastewater systems.
- Discuss subdivision access with Public Works Dept. (County or City) to determine needed road improvements and location of access easements.
- Submit a preliminary plat to the appropriate school district(s) to enable evaluation of the development impact on the provision of services.
- Ensure zoning requirements can be met, if subdivision is located within the city limits of the City of Sidney or Town of Fairview, can be met.

Planner Office's Responsibility

According to Montana State Statutes:

- Complete the Element and Sufficiency Review within the allowed review time.
- The governing body must make a decision on the minor subdivision within 35 working days following the submittal of a completed application unless the subdivider provides a written extension.
- If a variance is required, a public hearing is required, by the respective governing body.
- The governing body must issue a written findings of fact weighing the following criteria:
 - a.) The effect on agriculture, agricultural water users facility, local services, natural environment, wildlife, wildlife habitat, and public health and safety.*
 - b.) Compliance with the survey requirements of the Montana Subdivision and Platting Act.*
 - c.) Compliance with Richland County, City of Sidney, or Town of Fairview Subdivision Regulations.*
 - d.) The provision of easements for the location and installation of any necessary utilities.*
 - e.) Provision of legal and physical access to each parcel within the subdivision and the required notation of that access on the plat and any instrument transferring the parcel.*

General Process

1. Subdivider and Subdivision Administrator discuss proposal at the pre-application meeting.
2. Subdivider hires a qualified person or firm to prepare preliminary plat.
3. Subdivider submits a completed application with all the required elements identified in Pre-Application meeting.

- a) Element Review: Subdivision Administrator has 5 working days to complete review. Subdivider will receive notice of missing element (s).
 - b) Sufficiency Review: Subdivision Administrator has 15 working days to determine if the elements contain detailed, supporting information. (Subdivider will receive notice of any deficiencies)
4. Application is distributed to other agencies.
 5. Subdivision Administrator prepares Staff Report to submit with recommend conditions of approval to Planning Board (if applicable) and/or governing body.
 6. Subdivider meets submittal deadline for Planning Board meeting (if applicable).
 7. Subdivision Administrator notifies subdivider of governing body meeting. Subdivider attends meeting and should be prepared to:
 - a) Prepares to answer any questions.
 - b.) Express subdivider's preference for mitigating impacts of proposed developments.
 8. Governing body makes a decision to approve, conditionally approve or deny the subdivision.
 9. Subdivision Administrator prepares findings of fact.
 10. Governing body approves the findings of fact and a copy is sent to the Subdivider.
 11. Subdivider has 3 years to complete all conditions of approval.
 12. Subdivider obtains encroachment permits from Public Works Dept. and road improvements are installed and approved.
 13. Subdivider obtains MDEQ and/or County Sanitation approval.
 14. Subdivider pays all real property taxes and special assessments levied on the land to be subdivided.
 15. Subdivider submits complete final plat to the Subdivision Administrator, minimal consisting of:
 - a.) Application form
 - b.) Final review fee