

The governing bodies of Richland County, City of Sidney, and the Town of Fairview adopted the Subdivision Regulations according to Montana Code Annotated Title 76 “Montana Subdivision and Platting Act”

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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.

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***\*\*\*Disclaimer:** This document was created as quick reference on subdivision review timeline. Subdivision Regulations requirements, Public Hearings requirements, and time frames that are to be adhere to can be found in the 2010 Richland County, City of Sidney, Town of Fairview Subdivision Regulations.*

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**The Subdivision Regulations  
Fee Schedule  
and  
Subdivision Regulation Supplements  
are available at the  
Richland County Planner Office  
or on the website at  
[www.richland.org/planning](http://www.richland.org/planning).**

**Subdivision Application Process** has two parts:  
preliminary plat and final plat.

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#### **BASIC STEPS**

1. Pre-Application Meeting
  2. Submittal of preliminary plat and application
  3. Subdivision Administrator reviews application.
    - \* Element Review
    - \* Sufficiency Review
  - \*\*\* Staff Report
  4. Planning Board holds Public Hearing
  5. Planning Board subdivision recommendation and conditions are submitted to governing body.
  6. Governing body holds Public Hearing (if applicable)
  7. Governing body issues decision with conditions of approval
  8. Subdivider completes of conditions of approval
  9. Subdivider submits the final plat and application
  10. Governing body finalizes plat
  11. Plat is recorded
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**Updated: September 2011**

# **SUBDIVISION**

## **Review**

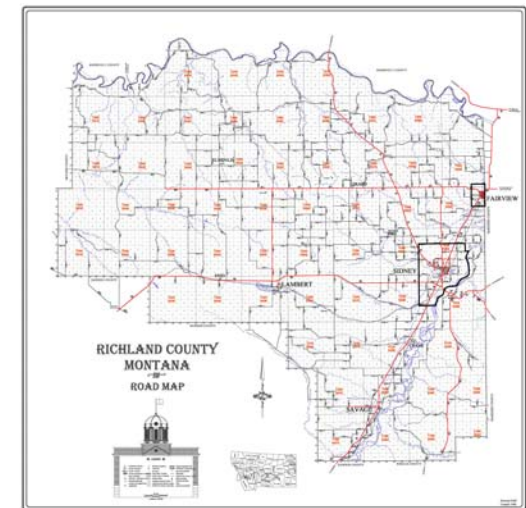
## **Timeline**

**for**

**Richland County**

**City of Sidney**

**Town of Fairview**



### **Richland County Planner Office**

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# Subdivision Review Timeline

The 2010 Richland County, City of Sidney, and Town of Fairview Subdivision Regulations are used when a parcel of land is to be subdivided for development, whether it is for housing, business, commercial, or industry. The Subdivision Administrator (person designated to review applications) is required to follow these regulations. Subdivision Administrator is the City/County Planner. The timeline and information listed below, as outlined in the Subdivision Regulations, are followed when an application is submitted for review:

**Pre-Application Meeting:** The pre-app meeting is usually the first contact with the Subdivision Administrator regarding a proposed project. A pre-application meeting can be requested in written, email communication or telephone call to the Subdivision Administrator. The meeting shall occur within 30 days after the request; during this meeting the required application elements are identified.

**Preliminary Plat Application Submittal:** The application is ready to be submitted (this is when the *application* is first submitted for review). The application includes the survey/plat, required elements and review fee, which are submitted and reviewed according to local subdivision regulations.

- **Element findings:** The Administrator has 5 working days to determine if all the required elements were submitted; if any are missing, no further action is taken, the packet is to be returned and this timeline starts over when the application is resubmitted.

- **Sufficiency Review:** The Administrator has 15 working days to review the elements for sufficiency; if any elements are deemed insufficient; no further action is taken, the packet is to be returned, and this timeline starts over when the application is resubmitted. After all the elements are deemed sufficient the Administrator completes the staff report and/or findings.

**\*\*\*Staff Report:** A detailed report contains all the relevant information to assist the Planning Board to make recommendation to the governing body; and to assist the governing body with their decision as noted below.

- **Minor Subdivision Application:** A minor subdivision is a division of land that is creating 1 to 5 lots. The governing body has 35 working days after the Sufficiency Review is completed to consider the application for conditional approval, approval or denial. A public hearing is not required on a minor subdivision. The Planning Board may choose not to review this type of application.
- **Major Subdivision Application:** A major subdivision is a division of land that is creating 6 or more lots. The governing body has 60 or 80 working days (depending on the number of lots) after the Sufficiency Review is completed and Public Hearing has been held by the Planning Board to consider the application for conditional approval, approval or denial. The Staff Report, Public Comments, and Planning Board recommendation are submitted to the governing body for their review prior to their decision of the application.

**Planning Board:** After the application is deemed Sufficient (the Staff Report is completed); the subdivision application packet is then sent to the Board; the Board will then:

- **Hold a Public Hearing on the Subdivision application:** A legal notice announcing the Planning Board's public hearing is published twice in the local newspaper of general circulation. The first notice is published 15 days prior to the public hearing date; the second notice is published at least 6 days after the first notice (in accordance with State requirements). The Public Hearing is held during a Planning Board meeting. The subdivider shall post a notice on the site in conspicuous place(s), according to subdivision regulation requirements. Public comments are collected and provided to the governing body.
- **Recommendation to Governing Body:** After the Public Hearing and after a Planning Board meeting the Planning Board shall prepare and submit a written statement (their recommendation), within 10 days after the hearing, to the governing body.

**Governing body consideration and/or Hearing:** The governing body may choose to hold a public hearing. After the governing body has been provided with Staff Report, Public Comments, and Planning Board recommendation the governing body shall notify the applicant in writing their decision.