



Subdivision Pre-Application Conference Form

Ravalli County Planning Department

215 South 4th Street, Suite F, Hamilton, MT 59840 / (406) 375-6530 / planning@rc.mt.gov

Fee: \$200.00

Meeting Information (Staff use only): Date _____ Time _____ Planner _____

Please complete this form and provide the requested attachments. Once review of the form is complete, a planner will contact you to schedule a pre-application conference. *Please retain a copy of all information and attachments submitted, as all submissions will be retained by the Planning Department for our records.*

1. **Property Titleholder** Name: _____ Phone: _____
Mailing Address: _____ Email: _____
2. **Subdivider/ Applicant** Name: _____ Phone: _____
Mailing Address: _____ Email: _____
3. **Consultant** Name: _____ Phone: _____
Mailing Address: _____ Email: _____
4. **Scheduling** Who should be contacted to schedule the pre-application conference? _____
5. **Proposal** Project Title: _____ Subdivision Type: Major Minor
Proposed Number of Lots: _____ Proposed Number of Units: _____
Proposed Uses: Single Family Residential __ Multi Family Residential __ Condo __
Mobile Home Park __ Recreational Vehicle Park __ Commercial __ Industrial __
Other (explain) _____
6. **Property Information** Legal Description- Subdivision Name: _____ Block __ Lot __

or Tract ____, Certificate of Survey # _____, or Book __, Page __ Deeds in
 Section __, Township __ Range __ Parcel (Tax ID) # _____
 Physical Address: _____
 Property size (acres) ____ Fire District _____ School District _____
 Sewer District _____ Existing zoning/covenants/deed restrictions in
 effect? Yes__ No __ If yes, list and provide copies: _____
 Current uses/structures on the property: _____
 Surface water rights (irrigation)? Yes __ No __ District: _____

7. Attachments

- Vicinity map** (minimum 8.5"x11"), showing the subject property, surrounding area, labels for access roads, nearby creeks and streams, municipal boundaries, and airports, as applicable (available from the Planning Department, at no cost, when a parcel (Tax ID) number is provided.)
- Encumbrances:** Copies of any existing zoning, covenants, deed restrictions, existing easements and rights-of-way, and/or conservation easements in effect (available at the Clerk and Recorder's Office; copy charges will apply.)
- Variance:** A list of potential variances that may be needed.
- Concept plat/plan,** including the following information, as applicable (a copy of an existing plat may be obtained at the Clerk and Recorder's Office; copy charges will apply.) *Approximations are adequate.*

- | | |
|--|--|
| <input type="checkbox"/> Minimum size 18" x 24" | <input type="checkbox"/> Proposed lot lines or homesites (if known) |
| <input type="checkbox"/> Project name | <input type="checkbox"/> No-build/alteration zones, if proposed |
| <input type="checkbox"/> Developer and landowner name(s) | <input type="checkbox"/> Non-ingress/egress zones, if proposed |
| <input type="checkbox"/> Preparation date | <input type="checkbox"/> Approximate locations of existing utilities, including water, wastewater, electric, telephone (label as overhead or buried) |
| <input type="checkbox"/> Name of preparer | <input type="checkbox"/> Approximate roadway and driveway locations for the proposed subdivision |
| <input type="checkbox"/> North arrow | |
| <input type="checkbox"/> Property boundaries | |
| <input type="checkbox"/> Acreage of parcel | |

In addition, identify locations of the features below on the concept plat/plan, when located on, or within 300' of, the property. *Approximations are adequate.*

- | | |
|--|---|
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Floodplains |
| <input type="checkbox"/> Woodlands | <input type="checkbox"/> Environmentally sensitive features (e.g., steep slopes, unnamed drainages, swales) |
| <input type="checkbox"/> Wildlife habitat | <input type="checkbox"/> Water resources (rivers, streams, ponds) |
| <input type="checkbox"/> High-pressure gas lines, w/diameter | <input type="checkbox"/> Nearby structure footprints |
| <input type="checkbox"/> Irrigation ditches, pipelines, canals, and diversion points | <input type="checkbox"/> Driveways and roadways |