



Subdivision Exemption Application

Ravalli County Planning Department

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

Fee: \$200.00

1. Landowner/Consultant

Landowner Name: _____ Daytime Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Consultant Name: _____ Daytime Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Original Decision Letter Sent to: Landowner Consultant Other (Specify): _____

2. Landowner Signatures (Boundary Line Relocations only; all landowners must sign)

Full Name: _____ Signature: _____

3. Type of Exemption Requested (Please check all that apply)

Boundary Line Relocation Agricultural Parcel Mortgage Security
 Family Transfer Utility Site Other: _____

4. Property Description (Include all that apply)

County Tax ID Number (Parcel Number): _____

Certificate of Survey Number: _____ Tract/Parcel: _____

Subdivision Name/Amended Plat Number: _____ Tract/Parcel: _____

Legal Description: Section _____ Township _____ Range _____

5. Prior Use of Subdivision Exemptions

(If none, leave section blank. Attach additional pages, if necessary.)

Tax ID/Parcel Number or Property Description	Exemption Used	Parcel Disposition (Sold, retain ownership, etc.)

6. Conflict of Interest Statement

Are there any financial, business, or personal relationships between the owner of the property, the selling agent, the purchasing agent, the brokerage firm, the developer or builder, consultants, and/or purchasers of the property **and** members of the Ravalli County Planning Department Staff and/or the Ravalli County Board of County Commissioners? Yes No

If yes, please explain:

7. Attachments

- a) **Property Diagram:** Please provide an 8 1/2" x 11" copy of the Certificate of Survey or Subdivision Plat/Amended Plat (if a filed Certificate of Survey or Plat is not available, a drawing will suffice) that clearly shows the existing boundary of the subject property(ies) and the proposed new configuration(s). Please represent the existing boundary with a dashed line and the new boundary with a solid line, and label boundary lines as "existing" and "proposed." For Family Transfers, please identify which parcel(s) will be "gifted" and which will be the "remainder." **Please note** that a plat prepared by a surveyor is not required to be submitted with this application.

- b) **Title Report:** Provide a Title Report or Subdivision Guarantee, dated no earlier than January 1, 2000, that identifies each property involved with the proposal. The Title Report or Subdivision Guarantee includes, but is not limited to, a current legal description of the property, landowner identification, current vesting, all filed easements, recorded liens, covenants, deed restrictions, and zoning for the properties involved. **Note** that the Planning Department has confirmed that the title insurance companies operating within Ravalli County offer Title Reports, which include the information listed above. Feel free to use the title insurance company of your choice.

- c) **Subdivision Evasion Criteria:** It is recommended that the applicant attach written responses to the general Subdivision Evasion Criteria of Ravalli County Subdivision Regulations (RCSR) Section 11-1, and the specific evasion criteria applicable to the applicant's exemption request (RCSR Sections 11-2(B)(2), 11-4(A)(2), 11-4(B)(2), 11-4(C)(2), and 11-4(D)(2), as applicable.) Further information can be found at <http://ravalli.us/DocumentCenter/Home/View/1810>, or at the Planning Office. If a written explanation is not provided, the applicant and/or his/her consultant may be asked to respond to the evasion criteria.

8. Additional Information Required

a) **Family Transfer Exemptions**

- 1) For each immediate family member receiving a gifted parcel, please list:
 Name of Family Member: _____ Relationship: _____
 Name of Family Member: _____ Relationship: _____
 Name of Family Member: _____ Relationship: _____
- 2) The original landowner (grantor) must provide evidence of the familial relationship with the grantee (e.g., copy of birth certificate for transfers to children or parents, and copy of marriage certificate for transfers to spouses.)

b) **Mortgage Security Exemptions**

Please provide the following:

- 1) A statement of how many interests within the original tract will be created by use of the exemption.
- 2) A statement explaining who will have title to, and possession of, the balance of the original parcel, after title to the exempted interest is conveyed.
- 3) A signed statement from a lending institution that the creation of the interest is necessary to secure a loan.

Preparer's Signature: _____

Preparer's Printed Name: _____

Date: _____