



Subdivision Application Form

Ravalli County Planning Department

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

Applicant Information

1. Property

Titleholder Name: _____ Daytime Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Signature: _____

2. Subdivider

Name: _____ Daytime Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Signature: _____

3. Consultant

Company Name: _____ Daytime Phone: _____

Name: _____ Title: _____

Montana Professional Registration Number (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Signature: _____

Location/Subdivision Type

4. Section: _____ Township: _____ Range: _____
5. Current legal description of property: _____
(Certificate of Survey number, subdivision name, Amended Plat number, etc.)
6. Parcel (Tax ID) number: _____
(This number is shown on tax notices, or can be obtained from the Clerk and Recorder’s Office)
7. Name of proposed subdivision: _____
(See Section 12-1(D) of the Ravalli County Subdivision Regulations (RCSR))
8. Subdivision type: Major (6 lots or more) _____ Minor (5 lots or less) _____
9. Subdivision details (check all that apply): Create new lots _____ Agricultural covenant revocation _____
RV park _____ Mobile Home park _____ Condos _____
10. When did the subdivider and/or the subdivider’s consultant participate in a pre-application conference for the proposal? _____ (A pre-application conference is required)
11. Complete the table below. If phasing is not proposed, complete only the “Phase 1” section:

	Phase 1	Phase 2	Phase 3
Number of Acres			
Lot Acres			
Common/Park Area			
Number of Lots			
Average Lot Size			
Minimum Lot Size			
Maximum Lot Size			
Type of Lots (Check all that apply).			
Estimated number of average daily trips (ADTs) using latest edition of <u>Trip Generation</u> published by the Institute of Transportation Engineers. (Note: Copies are available in the Planning Department. Use eight (8) trips per day for a single-family residence. Attach more sheets if necessary.)			

12. Has the property been subdivided, or exempted from subdivision review, in the past 12 months?
Yes _____ No _____ If yes, when, and what type of exemption (if applicable)? _____
13. Will the proposed subdivision require a variance from the subdivision design and development standards (RCSR Chapter 12)? Yes _____ No _____
If yes, attach the variance decision or variance application.

Existing/Proposed Zoning, Covenants, Deed Restrictions, or Easements

14. Is the proposed subdivision located within a Voluntary Zoning District? (The plat books, located in the Clerk and Recorder’s Office, show if a parcel is located within a zoning district)

Yes ___ No ___

If yes, list the name of the district: _____

15. Are there existing restrictive covenants, or deed restrictions, on the property? (The plat books, located in the Clerk and Recorder’s Office, list the Book and Page numbers, or Document numbers, of any covenants or deed restrictions that apply) Yes ___ No ___

If yes, list by Book/Page number, Document number, or survey number. _____

16. If yes, do the deed restrictions or covenants restrict lot sizes, land uses, or structures, or have any similar limitations? Yes ___ No ___

If yes, attach a copy to this application.

17. Will restrictive covenants, or deed restrictions, be filed in conjunction with the final subdivision plat?

Yes ___ No ___

If yes, attach a copy to this application.

18. Will any easements be filed in conjunction with the final subdivision plat? Yes ___ No ___

If yes, attach a copy to this application.

19. Generally describe the existing land uses that are on, and adjoining, the property.

Subject Property: _____

North: _____

South: _____

East: _____

West: _____

Existing/Proposed Road and Bridge Information

20. Does the subdivision front on a public (County or State) roadway? Yes ___ No ___ If yes, how many existing accesses are there onto the roadway? ___ If yes, (approx.) date of access construction ___ If yes, permit obtained?

Yes ___ No ___

If yes, attach a copy to this application.

21. Will a new access(es) be needed onto a public roadway? Yes ___ No ___

If yes, how many new accesses will be needed? _____

If yes, show locations and label on the preliminary plat both existing and proposed accesses.

If yes, stake and identify the location(s) on the ground.

22. Are there any existing bridges (public or private) that provide physical access to the subdivision?

Yes ___ No ___ If yes, complete the table on the following page:

	Bridge 1	Bridge 2	Bridge 3	Bridge 4
Location/Name				
Type (concrete, wood, etc.)				
Curb-to-Curb Width				
Design Load				
Vertical Clearance				

23. Complete the following table for all existing and proposed roads. The column labeled Road 1 is for the road that abuts the subdivision. The other columns are for each road that will provide access. Attach additional pages, if necessary:

	Road 1	Road 2	Road 3	Road 4
Name				
Maintenance Responsibility (County, Forest Service, private)				
Surface Composition (gravel, chip-seal, asphalt)				
Travel Surface Width at Narrowest Point				
Shoulder Width				
Sub-Base Composition (private roads only)				
Borrow Ditches (present/absent)				
Maximum Grade				
Right-of-Way/Easement Width (private only)				
Road Maintenance Agreement if a Private Road (yes/no)				

Soil Information

24. Are there any soils that are rated as “very limited” or “severe” for residential building sites, roads and streets, or commercial buildings, according to the most recent soil surveys or onsite investigations (<http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>)

Yes _____ No _____ If yes, list soil types: _____
 If yes, show locations on the preliminary plat.

Irrigation Information

25. Are there any irrigation ditches on, or within 300 feet of, the subject property? Yes ___ No ___ If yes, show location, and label, if named, on the preliminary plat and location map, as appropriate. If yes, how wide is the easement(s) for the irrigation ditch(es)? _____
26. Does the property have water rights? Yes _____ No _____ Describe: _____
27. Is the property in a water association/district? Yes _____ No _____
If yes, provide name, address, and telephone number of contact: _____
28. Is the water distributed by a water distribution provider? Yes _____ No _____
If yes, provide name, address, and telephone number of contact: _____

If yes, provide the following information:
Drainage: _____
Ditch Name (if any): _____
Amount of water allocated per year: _____
Total number of acres currently under irrigation: _____
29. Will water rights be divided among the lots? Yes _____ No _____
If yes, attach a master irrigation plan (see Appendix C, Item 22 of the Ravalli County Subdivision Regulations.)
30. Will any irrigation ditches be relocated or altered? Yes _____ No _____
If yes, attach a list of all downstream water users.

Mineral Information

31. Does the proposed subdivision have any mineral rights? Yes _____ No _____
If yes, describe the proposed disposition of the mineral rights: _____

Water Supply and Wastewater Treatment Information

32. Type of wastewater treatment system (check all that apply):
Individual ___ Shared ___ Multi-User ___ Public ___ Municipal ___
If individual on-site wastewater treatment, are there any lots that are less than 1 acre? Yes ___ No ___
If yes, attach documentation to this application, showing that the water table is at least 15 feet from the surface of the ground.
33. Type of water supply: Individual ___ Shared ___ Multi-User ___ Public ___ Municipal ___

Fire/Police Protection

34. Is the proposed subdivision located in a Rural Volunteer Fire District? Yes _____ No _____
If yes, name: _____
If no, be advised that all lots created through subdivision review must be located within a fire district (see Section 12-9(F)(2) of the Subdivision Regulations.)
35. Distance from nearest fire station: ___ miles. Distance from Sheriff Dispatch (County Courthouse): ___ miles.

Utility Information

36. Which utilities will provide service? (Check all that apply)

Electric: NorthWestern Energy ___ Ravalli Electric Cooperative ___ Missoula Electric Cooperative ___
 Phone: CenturyLink ___ Charter Communications ___ Blackfoot Telephone Cooperative ___
 Gas: NorthWestern Energy ___

Parkland Information

37. Complete the following table for all major (6 lots or more), residential subdivisions. Alternatively, is cash-in-lieu of parkland dedication proposed? Yes ___ No ___ (refer to RCSR Chapter 13 and 76-3-621, MCA)

Parkland Dedication/Donation Worksheet

	Lots 0.5 Acre or Smaller	Lots Larger than 0.5 Acre to 1.0 Acre	Lots Larger than 1.0 Acre to 3.0 Acres	Lots Larger than 3.0 Acres to 5.0 Acres	Lots Larger than 5.0 Acres	Total
A. Number of Lots						
B. Total Number of Acres (round to the nearest tenth)						
C. Park Standard Stated as a Percentage of Total Lot Area	11.0 Percent	7.5 Percent	5.0 Percent	2.5 Percent	N/A	N/A
D. Area Requirement in Acres (multiply Row B by Row C and round to the nearest hundredth)					0.00	
E. Area Requirement in Acres (transfer the total from Row D.) If zero, no dedication is required. If greater than zero, complete Question 38.						

38. If land will be dedicated or donated, describe such mechanism and attach appropriate documentation:

School Information

39. School District(s) (check all that apply): Florence ___ Stevensville ___ Lone Rock ___ Victor ___
 Corvallis ___ Hamilton ___ Darby ___

40. Estimate the increase in the number of school-aged children: _____
 (use a factor of 1/3 child per household (source: Census 2010).)

41. Will a rural bus route be requested? Yes ___ No ___

Site Characteristics

- 42. Gas Pipeline:** Is there a high-pressure gas pipeline, 8" or greater in diameter, located on, or within 25' of, the subject property? Yes _____ No _____
If yes, show location on the preliminary plat or location map, as appropriate.
- 43. Floodplain Identification:** Is the proposed subdivision located fully within, or partially within, the boundaries of the 100-year floodplain of the Bitterroot River? Yes ___ No ___
If yes, show the location of the floodplain boundaries on the preliminary plat, and the vicinity map, as appropriate.
- 44. Floodplain Analysis:** Is any portion of the proposed subdivision within 1,000 horizontal feet, and less than 10 vertical feet, of a perennial stream, where no official floodplain delineation has been done? Yes ___ No ___
If yes, see RCSR Section 12-6(B). If yes, label and show the location of the 100-year floodplain, as determined by the floodplain analysis, on the preliminary plat.
- 45. Streams:** Are there any other streams or creeks traversing, or within 100 feet of, the property? Yes ___ No ___
If yes, label and show the approximate location on the preliminary plat, or vicinity map, as appropriate. If yes, does the stream or creek separate the buildable site from the road by which it has access? Yes ___ No ___
If yes, attach documentation that the U.S. Army Corps of Engineers and/or Bitterroot Conservation District has been notified of the proposed alteration or modification.
- 46. Wetlands:** Are there any wetlands on the property? Yes _____ No _____
If yes, show approximate boundaries on the preliminary plat. If yes, is any disturbance to these wetlands anticipated? Yes _____ No _____
If yes, attach correspondences with the U. S. Army Corps of Engineers and/or Bitterroot Conservation District that describe the project or necessary permits.
- 47. Dam Inundation Area:** Is the proposed subdivision located within a delineated Dam Inundation Area (maps available at the Planning Dept.)? Yes ___ No ___
If yes, which dam(s)? _____
If yes, show the boundaries on the preliminary plat and vicinity map, as appropriate.
- 48. High-Fire Hazard Area:** Is the property located within a wildland high-fire hazard area?
Yes _____ No _____
If yes, see RCSR Appendix C, Item 29, and RCSR Section 12-5 for special provisions that may apply.
- 49. Historical Significance:** Are there any sites of historical significance, as recognized by the National Register of Historic Sites of the State of Montana, on or near the proposed subdivision? Yes _____ No _____
If yes, label and show the location(s) on the preliminary plat and vicinity map, as appropriate (<https://mhs.mt.gov/Shpo>.)
- 50. Sensitive Species:** Is the property located within a Public Land Survey Section that contains a species or community of special concern (information on sensitive species is available from the Montana Natural Heritage Program: <http://mtnhp.org>)? Yes _____ No _____
If yes, (1): Attach a Sensitive Species Report; or (2): A Sensitive Species Report may be waived, if clear evidence is presented in the Summary of Probable Impacts (SOPI) document (RCSR Appendix G), required with submission of any subdivision application, that the subject property could not support the identified species or community. Plant species are to be addressed in the "Natural Environment" section of the SOPI, and animals in the "Wildlife" and "Wildlife Habitat" sections, regardless of whether a Sensitive Species Report is required.

51. **Airport:** Is the property located near a private or public airport? Yes _____ No _____
If yes, show the location(s) on the vicinity map, and label.
52. **Shooting Range:** Is the property located near a shooting range? Yes _____ No _____
If yes, show the location(s), and label.

Development Costs

Complete the following table, based on general cost estimates. The purpose of this section is to ensure that the applicant understands what infrastructure costs will be necessary to complete the project. For subdivisions without phases, complete only the Overall Project column. In completing this table, the applicant assumes all responsibility for the estimates.

Improvement	Phase 1	Phase 2	Overall Project
Park Requirement (Major Subdiv. only)			
Road Construction/Improvement (public and private)			
Bridge Construction/Improvement (public and private)			
Pro-Rata Road Fees (see Planning Dept. or RCRBD for further information)			
Telephone Service			
Electric Service			
Central Water System			
Central Wastewater System			
Stormwater Drainage Facilities			
Road Name Signs			
Fencing (along irrigation supply ditches)			
Other			
Total			

Mitigation of Potentially Significant Adverse Impacts

53. Describe your preferences to mitigate any potentially significant adverse impacts of the subdivision on the seven subdivision review criteria below. Attach additional pages, if necessary:

a) Agriculture

b) Agricultural Water User Facilities

c) Local Services

d) Natural Environment

e) Wildlife

f) Wildlife Habitat

g) Public Health and Safety

→ *Application Preparer's Signature:* _____ *Date:* _____



CONFLICT OF INTEREST STATEMENT
Addendum to the Subdivision Application Form

Name of Subdivision: _____

Applicant: _____

Applicant's Representative: _____

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 Staff, the Ravalli County Planning Board, and/or the Ravalli County Commissioners?

Yes _____ No _____

If yes, please explain.

Signature of Person Completing Form

Printed Name

Today's Date