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SUFFICIENCY CHECKLIST FOR SUBDIVISION APPLICATION PACKETS (RCSR Appendix A, Checklist Revised 9/23/16)				
Subdivision Name:				
Subdivider/Landowner Name(s):				
Consultant Name:				
Date Preliminary Plat Application Received:			Sufficiency Review Deadline:	
Yes	No	N/A	Item # (as numbered in RCSR Appendix A; #43-#47 are additional requirements not listed in Appendix A.)	When Required/Staff Comments (if any)
			1) <u>Receipt for Required Review Fees</u>	All Subdivisions and Variance applications
			2) <u>List of Names and Mailing Addresses</u> of each landowner (including each purchaser under contract for deed) for land adjoining, and within 300 feet of, the subject property, as filed with the Clerk and Recorder's Office	All Subdivisions
			3) <u>Completed and Signed Subdivision Preliminary Plat Application Form</u> - All questions answered, and information should not conflict with information presented elsewhere in the application packet.	All Subdivisions
			4) <u>Copies of All Materials associated with Previously Approved Variances</u>	Subdivisions with approved Variance requests
			5) <u>Completed Variance Application(s)</u>	As necessary for the Subdivision application
			6) <u>Preliminary Plat/Plan</u> - See RCSR Appendix B for required features to be shown on the face of the plat.	All Subdivisions
			7) <u>Reduced Copy of Preliminary Plat/Plan</u> (8.5"x11" or 8.5"x14" or 11"x17") - Must replicate full-sized plat.	All Subdivisions
			8) <u>Phasing Plan and Schedule</u> , including (1) a plat delineating each phase; (2) timing and schedule for platting of each phase; and (3) a required improvements plan, showing which improvements will be completed with each phase, and how those improvements will be staged to allow for efficient connection to subsequent phases.	For Subdivisions proposing phases
			9) <u>Vicinity Map</u> - 8 1/2" x 11" or 11" x 17", showing the following, as appropriate:	All Subdivisions

Yes	No	N/A	Item # (as numbered in RCSR Appendix A; #43-#47 are additional requirements not listed in Appendix A.)	When Required/Staff Comments (if any)
			a) Boundaries of subject property	
			b) Location and names of adjacent roadways	
			c) U.S. Highway 93 or Eastside Highway	
			d) Approximate location of municipal boundaries	
			e) Rivers, creeks, streams, wetlands, natural drainages	
			f) Private or public airport (including landing strips), if the subdivision is located near one	
			g) Shooting range, if the subdivision is located near one	
			<b>10) <u>Aerial Photo</u></b> (2004 or later) of the property and the general area - 8.5"x11" or 11"x17", showing the following, as appropriate:	<b>All Subdivisions</b>
			a) The date of the photo	
			b) Scale	
			c) Boundaries of the subject parcel	
			d) Changes that have occurred since the photo was taken	
			<b>11) <u>Plans for addressing Additional Provisions for Mobile Home Parks</u></b> - Address the requirements outlined in RCSR Chapter 12, Section 12-11.	<b>Mobile Home Park Subdivisions</b>
			<b>12) <u>Plans for addressing Additional Provisions for Recreational Vehicle Parks</u></b> - Address the requirements outlined in RCSR Chapter 12, Section 12-11.	<b>Recreational Vehicle Park Subdivisions</b>
			<b>13) <u>Condominium Checklist</u></b> - Checklists are available from the Planning Department, or at Planning's website.	<b>Subdivisions proposing Condominiums</b>
			<b>14) <u>Proposed Covenants</u></b>	<b>When Covenants are proposed, per the Subdivision Application Form</b>
			<b>15) <u>Title Report</u></b> - Including any existing covenants, deed restrictions, easements, and identifying the current landowner(s).	<b>All Subdivisions</b>
			<b>16) <u>Other Existing Covenants, Deed Restrictions, Easements, and other Recorded Restrictions not included in the Title Report</u></b>	<b>All Subdivisions</b>
			<b>17) <u>Environmental Assessment</u></b> , completed to the requirements in RCSR Appendix E.	<b>Major Subdivisions</b>
			<b>18) <u>Community Impact Report</u></b> , completed to the requirements in RCSR Appendix F.	<b>Major Subdivisions</b>

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			19) <u>Summary of Probable Impacts</u> , completed to the requirements in Appendix G.	All Subdivisions
			20) <u>Soils Map and Related Soils Information</u> - Must contain all soil types on property, suitability of these soils for development or agriculture, using information from the Natural Resources Conservation Service.	All Subdivisions
			21) <u>Letter from the Montana State Historic Preservation Office (SHPO) detailing evidence of known locations (or lack thereof) of any cultural or historic resources</u>	All Subdivisions
			a) If the response letter from SHPO indicates that cultural and/or historical resources have a potential to be located on the subject property, the applicant shall perform an archaeological resources inventory which shall be submitted with the preliminary plat application.	
			b) The inventory shall be prepared and completed by a qualified individual with a degree in archaeology or very closely related field, and shall be prepared to comply with Class 3 of the Secretary of Interior standards.	
			22) <u>The Ground Disturbance and Noxious Weed Management Plan for the control of noxious weeds and the revegetation of all soils disturbed within the subdivision, approved by the Ravalli County Weed District</u>	All Subdivisions
		X	23) <u>One Copy of all Materials submitted to RCEHD for Water and Sanitation Information required per MCA 76-3-622</u> (**NEEDED AT ELEMENT REVIEW STAGE**)	
			24) <u>Copy of the Checklist (which shall be limited to information required by MCA 76-3-622) from RCEHD stating the information is complete</u>	All Subdivisions
			25a) <u>Concept Plans for Public Water Systems, prepared by a Professional Engineer</u> - must show the proposed location of all water lines, stub-outs, and associated facilities.	When the Subdivision is proposed to be served by an existing Public Water System, or a Central Water Supply System is proposed
			25b) <u>Concept Plans for Wastewater Treatment Systems, prepared by a Professional Engineer</u> - must show the proposed location of all sewer lines, stub-outs, and associated facilities.	When the Subdivision will be served by an existing Sewer District, or when a Private Community System is proposed
			26) <u>Documentation of Existing Water Rights or Water Shares</u>	All Subdivisions with water rights or water shares

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			<b>27) <u>Master Irrigation Plan</u></b> , to be prepared in the following format (may be included on the preliminary plat):	<b>Required when an irrigation water right or share will be conveyed with one or more lots within the subdivision.</b> *HOA requirements for water delivery systems apply (final plat requirement) when average lot size is less than 5 acres.
			<b>a)</b> The plan, and all supporting documentation, shall be prepared by a person with a working knowledge of irrigation water delivery systems	
			<b>b)</b> The plan shall be drawn at the same scale as required for the preliminary plat	
			<b>c)</b> The page size shall be the same size as required for a preliminary plat (24" x 36" or 18" x 24")	
			<b>d)</b> The plan shall be legible, showing all of the required information	
			<b>e)</b> Where multiple sheets are used, a cover sheet, with index, shall be included, and each sheet shall show the number of that sheet, and the total number of sheets included	
			<b>f)</b> The plan shall show the location of all existing and new diversion points, ditches, pipes, pumps, heads, and associated easements	
			<b>g)</b> The plan shall provide a watering schedule, that shows when each of the users can use water from the system	
			<b>h)</b> The plan shall describe the means to share in the cost of operating and maintaining those elements of the delivery system held in common	
			<b>i)</b> The plan shall describe the amount of water allocated to each of the lots	
			<b>j)</b> Notary statement	
			<b>28) <u>List of Names and Addresses of All Downstream Irrigation Users of any irrigation infrastructure proposed to be relocated or altered, when the irrigation infrastructure or water rights associated with the proposed subdivision are not subject to a contract or interest in a public or private entity formed to provide the use of a water right on the subdivision lots.</u></b>	<b>When Irrigation Infrastructure is proposed to be altered or relocated</b>
			<b>29a) <u>Documentation from the appropriate Irrigation Company or District Approving the Relocation or Alteration of Irrigation Infrastructure.</u></b>	<b>Required when the proposed Subdivision is subject to a contract or interest in a public or private entity formed to provide the use of a water right on the subdivision lots.</b>
			<b>29b) <u>Documentation from the appropriate Irrigation Company or District Approving the Distribution of Water Right Shares.</u></b>	<b>Required when the proposed Subdivision is subject to a contract or interest in a public or private entity formed to provide the use of a water right on the subdivision lots.</b>

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			<b>30) <u>Statement of intent to Sever all Surface Water Rights</u></b>	Required when irrigation water will not be allocated to the proposed Subdivision lots.
			<b>31) <u>Documentation showing that the applicant has applied for Necessary Permits, including all relevant reports supporting those permits, where applicable</u></b> - such as, but not limited to, those from the Bitterroot Conservation District, USACE, and/or Ravalli County Floodplain Program	When work is proposed in or near Floodplains, Drainages, or Wetlands
			<b>32) <u>Documentation of Legal and Physical Access</u></b> - The requirement to provide evidence of physical access with a preliminary plat application shall take into account the current condition of the roadway, any proposed improvements that will be made prior to final plat approval (or after approval of a subdivision improvement agreement), and requirements for variances to meet the physical access requirements.	All Subdivisions
			<b>33) <u>Preliminary Approach and Encroachment Permits from MDOT and/or the RCRBD, as appropriate, or clear evidence from MDOT or RCRBD that the proposed approaches are approvable</u></b>	For Subdivisions accessing a road maintained by the County and/or State
			<b>34) <u>Traffic Impact Analysis</u></b> , completed to the standards and procedures set forth in RCSR Appendix H, including a written statement of approval from the RCRBD.	One alternative for a Subdivision containing fewer than 50 lots that abuts a County-operated roadway; the other alternative is a Pro-Rata Share contribution. A Traffic Impact Analysis is required for a Subdivision containing 50 or more lots that abuts a County-operated roadway, as well as for a Subdivision of any number of lots that abuts a non-County-operated roadway (see RCSR 12-3(G)(1-2)).
			<b>35) <u>Preliminary Pro-Rata Share Calculation for the proposed subdivision, completed or approved by the RCRBD within 6 months of the date of the preliminary plat application submission</u></b> - The preliminary pro-rata share calculation may be utilized to determine the amount due at final plat application, in accordance with the Preliminary Plat Decision, unless the applicant elects to obtain an updated pro-rata share calculation, prior to the submission of the final plat. (See other possible alternatives in Section 12-3)	One alternative for a Subdivision containing fewer than 50 lots that abuts a County-operated roadway; the other alternative is a Traffic Impact Analysis (see RCSR 12-3(G)(1)(a))
			<b>36) <u>Preliminary Roadway Maintenance Agreement</u></b> , which shall include the following requirements, at a minimum:	Required for all private roadways and common driveways that provide legal and physical access to lots within the Subdivision.
			a) A description of the parcels that are subject to the agreement	
			b) The section of roadway, or location of the common driveway, that is subject to the agreement	
			c) The agreement is binding on any person having an interest in a parcel that is subject to the agreement	

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			<b>d)</b> Any person providing public utilities may use the utility easements for such purposes	
			<b>e)</b> Decisions to undertake any roadway maintenance is the responsibility of the landowners, and shall be based on a majority vote (over 50%) of the parties to the agreement	
			<b>f)</b> Who is eligible to cast a vote (one vote per parcel)	
			<b>g)</b> How the maintenance costs will be assessed (equally or disproportionately) to the parties to the agreement	
			<b>h)</b> The amount that will be assessed in the event that a party subdivides a parcel that is subject to the agreement	
			<b>i)</b> In the event that an assessment becomes delinquent, the assessment and interest, and the cost of collection, shall become a continuing lien on the lot	
			<b>j)</b> The agreement is perpetual, and cannot be rescinded, unless the County, or State, agrees to maintain the roadway described in the agreement	
			<b>k)</b> When a subdivision, or lots within a subdivision, is proposed for non-residential purposes, the provision for maintaining all associated parking lots shall be included in this document	
			<b>l)</b> Roadway/common driveway maintenance includes dust control, snow removal, maintenance of stormwater drainage facilities, ordinary maintenance and reconstruction, if necessary. Roadway maintenance shall also include on-street parking enforcement provisions, in accordance with on-street parking provided for in the roadway design, because failure to enforce on-street parking may result in the inability of emergency services providers to provide service to lots along this roadway(s)	
			<b>m)</b> The agreement may be amended, except that it may not be amended to be less strict, or less inclusive	
			<b>n)</b> Notary statement	
			<b>o)</b> The agreement shall not include other provisions not related to roadway maintenance (e.g. land use restrictions, etc.), unless there is a provision in the document, stating that the roadway maintenance agreement section in the covenants cannot be amended to be less strict or less inclusive.	

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			<p><b>37-38) <u>Conceptual Roadway Design, Grading and Drainage, and Stormwater Management Plans, or, alternatively, Preliminary Engineering Plans to be reviewed in accordance with the RCRBD Subdivision Assessment Coordination Policy, and, in either case, evidence that the plans and applicable fees have been submitted to the RCRBD.</u></b> In the event that the design of any of these improvements change, after the Planning Department renders a determination of sufficiency on the subdivision application, and those changes are deemed material, the applicant will be required to complete the applicable amended application procedure, as detailed in <u>Chapter 9</u> of the RCSR. <b>At a minimum, the conceptual roadway design, grading and drainage, and stormwater management plans shall include the following:</b></p>	Required when a roadway must be constructed/reconstructed on-site or off-site.
			a) Location of all improvements	
			b) Relevant dimensions of all improvements	
			c) Horizontal and vertical curvatures of all roadways	
			d) Location, width, ownership, and purpose of easements	
			e) Other reasonable information requested by the RCRBD	
			<p><b>39) <u>Roadway Plans Approval Packet from the RCRBD.</u></b> If Preliminary Engineering Plans are submitted, the approval packet should include the correspondence between the consulting engineer and the applicant.</p>	Required when a roadway must be constructed/reconstructed on-site or off-site.
			<p><b>40) <u>High Fire Hazard Area Management Plan</u></b> - Refer to RCSR Appendix C, Requirement 29.</p>	If Staff determines the potential for a Wildland Fire Hazard
			<p><b>41) <u>Any Additional Relevant Information identified by the Planning Department during the pre-application conference or application process that is pertinent to the required elements or the review criteria in the MSPA and the Ravalli County Subdivision Regulations (RCSR)</u></b></p>	All Subdivisions
			<p><b>42) <u>Any Other Documentation needed as evidence that the subdivision meets the Design and Development Standards in RCSR Chapter 12</u></b></p>	All Subdivisions
			<p><b>43) <u>Statement of Proposed Mitigation for potential hazards or other potentially significant adverse impacts identified in the pre-application conference, and not covered by other required materials</u></b></p>	All Subdivisions
			<p><b>44) <u>Letter requesting a revocation of agricultural covenant</u></b></p>	When an Agricultural Covenant is on the parcel

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			<p><b>45) <u>Letter from the Montana Natural Heritage Program (MNHP), with accompanying data report and map, identifying any Sensitive Species (plant and/or animal) located within the same PLSS Section(s) as the proposed subdivision</u></b></p>	All Subdivisions
			<p>If the MNHP letter and accompanying documents identify plant and/or animal species of special concern, or community of special concern, within the same PLSS Section(s) as the proposed subdivision, a Sensitive Species Report shall be prepared and submitted, addressing the MNHP-identified species. A Sensitive Species Report may be waived, if clear evidence is presented in the required Summary of Probable Impacts (SOPI) document (RCSR Appendix G) 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.</p>	
			<p><b>a) The Sensitive Species Report shall be prepared by a qualified biologist, or plant ecologist, as appropriate</b></p>	
			<p><b>b) The Report shall be in written form, along with supporting maps, drawings, and other information, as appropriate. The Report shall include, as appropriate, the following elements:</b></p>	
			<p><b>i) The name of the species and/or community that is located in the PLSS Section(s) of the subdivision</b></p>	
			<p><b>ii) The findings of an on-site investigation to determine whether that species and/or community is, in fact, found within, or within 300 feet, of the proposed subdivision</b></p>	
			<p><b>iii) If the species and/or community is found, a map showing its location</b></p>	
			<p><b>iv) If the species and/or community is found, recommendations for ways to mitigate impacts, if any, caused by the subdivision</b></p>	

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			<b>46) Floodplain Analysis or Waiver Request</b> (see RCSR Appendix J)	When any portion of a Subdivision is located: (A) less than 1,000 horizontal feet, and less than 10 vertical feet, of a perennial stream draining an area of 15 square miles or more, where no official floodplain delineation has been completed; or (B) less than 100 horizontal feet, and less than 10 vertical feet, of a perennial stream draining an area of less than 15 square miles, where no floodplain delineation has been completed. Alternatively, a 200-foot no-build zone, centered on the stream, shall be designated on the face of the preliminary and final plats (applicable only to Section B above.) The Floodplain Manager may waive the floodplain analysis, if it can be clearly demonstrated that a significant topographic feature clearly identifies the probable extent of the floodplain, or an existing floodplain analysis is on file that clearly shows the location of the floodplain.
			The applicant shall provide to the Planning Department a scaled exhibit with the preliminary plat application depicting the drainage area, and detailing the methodology used to calculate the drainage area. The drainage area shall be calculated from the farthest downstream point of the stream that is intersected by a 1,000-foot radius as measured from the perimeter of the subdivision (see RCSR Section 12-6, Figure 12-3.)	
			<b>47) Check Chapter 12 of the Subdivision Regulations for Variances that are Needed:</b>	<b>All Subdivisions</b>
			12-2: Lots and Blocks	
			12-3: Roadways	
			12-4: Grading, Drainage, and Stormwater Management	
			12-5: High Fire Hazard Areas	
			12-6: Floodplain	
			12-7: Wetlands	
			12-8: Irrigation Water Rights and Facilities	
			12-9: Service Standards	
			12-10: Noxious Weed Control	
			12-11: Standards for Campgrounds, Mobile Home, and Recreational Vehicle Parks	

**Note:** Other information may be required, as needed, to address the subdivision review criteria and the design standards outlined in Chapter 12 of the Ravalli County Subdivision Regulations, depending on the uniqueness of a particular application. This list may also be amended from time to time.