

SUBDIVISION PRELIMINARY PLAT CHECKLIST

GENERAL INFORMATION

The preliminary plat submittal must include the following information. Please refer to Section 38.41.040, BMC for the specific requirements for each item.

1. All information required with the pre-application plan, as outlined in Section 38.41.030 (Subdivision Pre-application Plan), BMC. See checklist PA1.
2. Name and location of the subdivision, scale, scale bar, north arrow, date of preparation, lots and blocks (designated by number), the dimensions and area of each lot, and the use of each lot, if other than for single household.
3. All streets, roads, alleys, avenues, highways, and easements; the width of the right-of-way, grades, and curvature of each; existing and proposed road and street names; and proposed location of intersections for any subdivision requiring access to arterial or collector highways.
4. The names of adjoining platted subdivisions and numbers of adjoining certificates of survey.
5. An approximate survey of the exterior boundaries of the platted tract with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular shoreline or a body of water, the bearings and distances of a closing meander traverse shall be given.
6. The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.
7. If the improvements required are to be completed in phases after the final plat is filed, the approximate area of each phase shall be shown on the plat.
8. Ground contours at 2-foot intervals if slope is under 10 percent; 5-foot intervals if slope is between 10 and 15 percent; and 10-foot intervals if slope is 15 percent or greater.
9. List of waivers granted from the requirements of Section 38.41.060 (Additional Subdivision Preliminary Plat Supplements), BMC during the pre-application process.
10. Request for exemption from Montana Department of Environmental Quality Review as described in Section 38.41.040.11 (Request for Exemption from MDEQ Review), BMC.
11. All appropriate certificates (refer to Chapter 38.06, BMC).
12. All preliminary plat supplements required for all subdivisions:

Preliminary Plat Supplements Required for All Subdivisions	
A.	A map showing all adjacent sections of land, subdivision, certificates of survey, streets and roads
B.	Map of entire subdivision on either an 8½-inch x 11-inch, 8½-inch x 14-inch, or 11-inch x 17-inch sheet
C.	A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based. Refer to Chapter 38.35 (Variance, Deviation and Appeal Procedures), BMC. See checklist SVAR
D.	Covenants, Restrictions and Articles of Incorporation for the Property Owners' Association
E.	Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of way or driveways intersect State, County, or City highways, streets or roads
F.	A letter of approval or preliminary approval from the City of Bozeman where a zoning change is necessary

G.	A draft of such other appropriate certificates
H.	Provision for maintenance of all streets (including emergency access), parks, and other required improvements if not dedicated to the public, or if private
I.	Profile sheets for street grades greater than 5 percent
J.	If an authorized representative signs on behalf of an owner of record, a copy of the authorization shall be provided
K.	A Noxious Weed Management and Revegetation Plan approved by the Weed Control District for control of noxious weeds
L.	A preliminary platting certificate prepared by a Montana title company

13. All preliminary plat supplements not waived at pre-application review by the Development Review Committee. Please refer to Section 38.41.060, BMC for the specific requirements for each item.

Additional Subdivision Preliminary Plat Supplements	Waived
A. Surface water	<input type="checkbox"/>
B. Floodplains	<input type="checkbox"/>
C. Groundwater	<input type="checkbox"/>
D. Geology, soils and slope	<input type="checkbox"/>
E. Vegetation	<input type="checkbox"/>
F. Wildlife	<input type="checkbox"/>
G. Historical features	<input type="checkbox"/>
H. Agriculture	<input type="checkbox"/>
I. Agriculture water user facilities	<input type="checkbox"/>
J. Water and sewer	<input type="checkbox"/>
K. Stormwater management	<input type="checkbox"/>
L. Streets, roads and alleys	<input type="checkbox"/>
M. Utilities	<input type="checkbox"/>
N. Educational facilities	<input type="checkbox"/>
O. Land use	<input type="checkbox"/>
P. Parks and recreation facilities	<input type="checkbox"/>
Q. Neighborhood center plan	<input type="checkbox"/>
R. Lighting plan	<input type="checkbox"/>
S. Affordable Housing	<input type="checkbox"/>
T. Miscellaneous	<input type="checkbox"/>

CONTACT US

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