

SUBDIVISION FINAL PLAT REQUIRED MATERIALS

APPLICATION SETS

2 total sets are required that include 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 sets

- Complete and signed development review application form A1.
- Complete and signed improvements agreement application form IA if improvements are to be guaranteed prior to final plat approval.
- Plan sets that include all required items listed on the subdivision final plat checklist and certifications and supplemental documents listed below.

Standard application sets required
plan sizes:

4 paper copies at 24 x 36 inch of
the preliminary plat

3 copies of the preliminary plat
to be submitted on Mylar
following staff review and prior
to Commission final approval.

- 2-digital versions of all materials (PDF) including a CAD file of the preliminary plat sheets on separate CD-ROMs or USB drives. Individual files must be provided at 5MB or less in size. Files shall be named according to naming protocol (see PLS Form - Plans & Specifications).

STATISTICS

1. Date of Preliminary Plat Approval:
2. Subdivision Type:
 - First Minor Subdivision from a Tract of Record
 - First Minor Subdivision from a Tract of Record with variance
 - Second or Subsequent Minor Subdivision from a Tract of Record
 - First Major Subdivision
3. Total Number of Lots:
4. Total Lots by Use:

	Residential, single household		City Park
	Residential, multi household		Manufactured Home Space
	Planned Unit Development		Recreational Vehicle Space
	Condominium Unit		Commercial
	Townhouse		Industrial
	Common Open Space		Restricted Development
	Affordable Housing		
	Other:		

APPLICATION FEE

- Base fee \$1,766 Minor or \$2,947 Major
- Plus \$35 per lot

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Additional application fees may apply if improvements are to be guaranteed. Application types and fees are cumulative.

FINAL PLAT CHECKLIST

1. A title or title block indicating the quarter-section, section, township, range, principal meridian, county and, if applicable city or town, in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition."
2. The name of the person(s) who commissioned the survey and the name(s) of the owner of the land to be subdivided if other than the person(s) commissioning the survey, the names of any adjoining platted subdivisions, and the numbers of any adjoining certificates of survey previously filed.
3. A north arrow and scale bar.
4. The location of, and other information relating to, all monuments found, set, reset, replaced or removed.
5. The location of any section corners or corners of divisions of sections pertinent to the survey
6. Witness and reference monuments and basis of bearings.
7. The bearings, distances and curve data of all boundary lines.
8. Data on all curves sufficient to enable the re- establishment of the curves on the ground.
9. Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute.
10. All lots and blocks in the subdivision, designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots.
11. All streets, alleys, avenues, roads and highways; their widths (if ascertainable) from public records, bearings and area; the width and purpose of all road rights-of-way and all other easements that will be created by the filing of the plat; and the names of all streets, roads and highways.
12. The location, dimensions and areas of all City parks, common areas and other grounds dedicated for public use.
13. Total acreage of the subdivision.
14. A narrative legal description of the subdivision.
15. The dated signature and the seal of the surveyor responsible for the survey.
16. A memorandum of any oaths.
17. The dated, signed and acknowledged consent to the subdivision of the owner of the land being subdivided.
18. Certification by the City Commission that the final subdivision plat is approved (Copy of recorded findings of fact).
19. Space for the Clerk and Recorder's filing information.
20. Approved Affordable Housing Plan for Subdivisions as required by Ordinance #1922 to include language designating affordable lots within the development.
21. Any other information required as a condition of preliminary plat approval.

SUPPLEMENTAL CERTIFICATIONS AND DOCUMENTS

22. Certification of dedication of streets, parks, playground easements or other public improvements.

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23. Certification by the City Commission or their designated agent expressly accepting any dedicated land, easements or improvements. An acceptance of a dedication is ineffective without this certification.
23. A certificate of a title abstractor showing the names of the owners of record of the land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the developer, and any lien holders or claimants of record against the land. The certification shall have been issued no later than 30 days prior to a final plat submittal.
24. Copies of any covenants or deed restrictions relating to the subdivision. This may include copies of existing restrictions or original documents to be recorded to amend and update existing documents.
25. When required, certification from the State Department of Environmental Quality stating that it has approved the plans and specifications for water supply and sanitary facilities
26. A certificate from the developer indicating which required public improvements have been installed and a copy of any subdivision improvements agreement securing the future construction of any additional public improvement to be installed.
27. The certification of the county treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid
28. Articles of incorporation and by-laws for any property owners' association.
29. Copy of all permits listed in Section 38.41.020 (Streambed, Streambank and/or Wetlands Permits), BMC.
30. Prior to final plat approval, a memorandum of understanding shall be entered into by the Weed Control District and the developer. The memorandum of understanding shall be signed by the district and the developer prior to final plat approval, and a copy of the signed document shall be submitted to the Planning Department with the application for final plat approval.
31. A letter from the City Engineer certifying that as-built drawings (i.e., copies of final plans, profiles, grades, and specifications for public improvements, including a complete grading and drainage plan) have been received.
32. For all land used to meet parkland dedication requirements, a final park plan shall be submitted to the City of Bozeman for review and approval prior to the installation of any park improvements. The final park plan shall be reviewed and approved by the City Commission, with a recommendation from the Bozeman Recreation and Parks Advisory Board. The final park plan shall include all of the information listed in Section 38.41.070.4 (Final Park Plan), BMC.
33. The developer shall provide irrigation system as-builts, for all irrigation installed in public rights-of-way and/or land used to meet parkland dedication requirements, once the irrigation system is installed. The as-builts shall include the exact locations and type of lines, including accurate depth, water source, heads, electric valves, quick couplers, drains and control box
34. Original signed deeds in order to transfer property to the City for parkland or to a Property Owners' Association for common open space.
35. Any other information required as a condition of preliminary plat approval.
36. Improvements agreement application and estimate of remaining improvements if applicable.

CONTACT US

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