

- c. Written statement explaining who will have title to and possession of the remainder of the original parcel.
 - d. A signed and notarized statement from a lending institution that the creation of the exempted parcel is necessary to secure a construction loan for buildings or other improvements on the parcel.
 - e. Completed Municipal Facilities Exclusion Checklist.
2. MCA 76-3-207(a) Divisions made outside platted subdivision for common boundary realignment between adjoining parcels.
- a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24-inches or 24- by 36-inches overall to include a 1½-inch margin on the binding side. The certificate of survey must include all certificates required by Chapter 38.6 (Subdivision Certificates), BMC and must include all signatures except for the Gallatin County Clerk and Recorder and the Governing Body.
 - b. The certificate of survey must show that the exemption was used only to change the location of a boundary line dividing two parcels.
 - c. The certificate of survey must clearly distinguish the prior boundary location (shown, for example, by a dashed or broken line or a notation) from the new boundary (shown, for example, by a solid line or notation).
 - d. The certificate of survey must bear the signatures of all landowners whose parcels are changed by the relocation.
 - e. Copy of deed(s) exchanging recorded interest from every person having a recorded interest in adjoining properties for the entire newly-described parcel(s) that is acquiring additional land.
 - f. Documentation showing the need or reason for the relocation (for example: structure encroachment, surveyor error, or enhancement of the configuration of the property).
 - g. If there are existing structures on site, an exhibit illustrating the location of existing structures in relation to the relocated property line.
 - h. Completed Municipal Facilities Exclusion Checklist.
3. MCA 76-3-207(b) Division made outside of a platted subdivision for gift or sale to immediate family.
- a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24-inches or 24- by 36-inches overall to include a 1½-inch margin on the binding side. The certificate of survey must include all certificates required by Chapter 38.6 (Subdivision Certificates), BMC and must include all signatures except for the Gallatin County Clerk and Recorder and the Governing Body.
 - b. Copy of deed transferring interest in parcel being created.
 - c. Statement detailing where the deed is in escrow, how long it will be in escrow, and authorization to contact the escrow agent for verification.
 - d. The COS must indicate the name of the grantee, the relationship of the grantee to the landowner, and the parcel to be conveyed to the grantee.
 - e. Completed Municipal Facilities Exclusion Checklist.
4. MCA 76-3-207(c) Division made outside of a platted subdivision for agricultural purposes.
- a. A certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24-inches or 24- by 36-inches overall to include a 1½-inch margin on the binding side. The certificate of survey must include all certificates required by Chapter 38.6 (Subdivision Certificates), BMC and must include all signatures except for the Gallatin County Clerk and Recorder and the Governing Body.
 - b. Covenant running with the land, revocable only by mutual consent of the City of Bozeman and the transferee/ property owner, that the divided land will be used exclusively for agricultural purposes, and that no building or structure requiring water or sewer facilities shall be utilized on such a parcel.
 - c. Completed Municipal Facilities Exclusion Checklist.

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5. MCA 76-3-207(d) For lots within a platted subdivision, relocation of common boundaries and/or aggregation of lots.
 - a. An amended plat or a certificate of survey, legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record, that is 18- by 24-inches or 24- by 36-inches overall to include a 1½-inch margin on the binding side. The amended plat or certificate of survey must include all certificates required by Chapter 38.6 (Subdivision Certificates), BMC and must include all signatures except for the Gallatin County Clerk and Recorder and the Governing Body.
 - b. The amended plat and certificate of survey must show that the exemption was used only to change the location of a boundary line dividing two parcels.
 - c. The amended plat and certificate of survey must clearly distinguish the prior boundary location (shown, for example, by a dashed or broken line or a notation) from the new boundary (shown, for example, by a solid line or notation).
 - d. The amended plat and certificate of survey must bear the signatures of all landowners whose parcels are changed by the relocation.
 - e. Copy of deed(s) exchanging recorded interest from every person having a recorded interest in adjoining properties for the entire newly-described parcel(s) that is acquiring additional land.
 - f. Documentation showing the need or reason for the relocation (for example: structure encroachment, surveyor error, or enhancement of the configuration of the property).
 - g. If there are existing structures on site, an exhibit illustrating the location of existing structures in relation to the relocated property line.
 - h. Completed Municipal Facilities Exclusion Checklist.

CONTACT US

Alfred M. Stiff Professional Building
 20 East Olive Street 59715 (FED EX and UPS Only)
 PO Box 1230
 Bozeman, MT 59771

phone 406-582-2260
 fax 406-582-2263
 planning@bozeman.net
 www.bozeman.net

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