

# SUBDIVISON PRE-APPLICATION CHECKLIST

## GENERAL INFORMATION

The pre-application plan may be a freehand sketch, legibly drawn, showing approximate boundaries, dimensions, areas and distances. The plan may be drawn directly on a print of a topographic survey required for the preliminary plat. Please refer to Section 38.41.030, BMC for the specific requirements for each item.

1. Name of project/development.
2. Name and mailing address of developer and owner.
3. Name and mailing address of engineer, architect, landscape architect, planner, etc.
4. Location of project/development by street address/legal description.
5. Location/vicinity map, including area within one-half mile of the site.
6. North point indicator.
7. Date of plan preparation and changes.
8. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet.
9. Original parcel size(s) in gross acres and square feet.
10. The name of adjoining subdivisions and numbers of adjoining certificates of survey, along with adjacent lot and tract lines.
11. Location, name, width and owner of existing or proposed streets, roads and easements within the proposed subdivision; existing streets, roads and easements within adjacent subdivisions and tracts; and the name of street or road that provides access from the nearest public street or road to the proposed subdivision.
12. Location of all existing structures, including buildings, railroads, power lines, towers, and improvements inside and within 100 feet of the proposed subdivision.
- 13.. Zoning classification within the proposed subdivision and adjacent to it. The zoning proposed for the subdivision, if a change is contemplated.
14. A current U.S. Geological Survey Topographic map at the largest scale available with the subdivision clearly outlined.
15. Embankments, watercourses, drainage channels, areas of seasonal water ponding, areas within the designated floodway, marsh areas, wetlands, rock outcrops, wooded areas, noxious weeds and areas of active faults. Include copies of any permits listed in Section 38.41.020 (Streambed, Streambank and/Wetlands Permits), BMC that have been obtained for the project.
16. Location, size, and depth of sanitary and storm sewers, water mains and gas lines.
17. Location of fire hydrants, electric lines, telephone lines, sewage and water treatment, and storage facilities.
18. Subdivision block, tract, and lot boundary lines, with numbers, dimensions, and areas for each block, tract and lot.
19. Street locations, right-of-way width, and name.
20. Easement locations, width and purpose.
21. Lots to be dedicated or reserved as City parkland, common open space, or other public areas; with

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boundaries, dimensions and areas.

22. Sites for commercial centers, churches, schools, industrial areas, condominiums, manufactured housing community, and uses other than single household residences.
23. Describe how the subdivision will satisfy the requirements of Article 8 Section 10, BMC, Affordable Housing.
24. An overall development plan indicating future development of the remainder of the tract, if the tract is to be developed in phases.
25. A title block indicating the proposed name, quarter-section, section, township, range, principal meridian, and county of subdivision.
26. A list of variance requests which will be submitted with the application for preliminary plat.
27. List of waivers requested from the requirements of Section 38.220.060 (Additional Subdivision Preliminary Plat Supplements), BMC, shall be submitted with the pre-application. The City of Bozeman shall notify the developer in writing of any waivers granted from Section 38.220.060, BMC, after the pre-application meeting or plan review.

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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