



# Subdivision Regulations

**As Adopted by:**

**Board of Broadwater County Commissioners on November 29, 2021, and  
Amended on January 18, 2023; Amended on \_\_\_\_\_, 2024**

**Prepared to comply with the  
Montana Subdivision and Platting Act as set forth in Title 76, Chapter 3,  
Montana Code Annotated (MCA) (2023)**

The Broadwater County Subdivision Regulations Resolution of Adoption is kept on file at the Office of Broadwater County Commissioner and the Office of Broadwater County Planner.

The Broadwater County Subdivision Regulations are hereinafter referred to as the/these Regulations.

November 29, 2021; January 18, 2023 Amd.; \_\_\_\_\_, 2024 Amd.

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## DEFINITIONS

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Whenever the following words or phrases appear in these regulations, they shall have the meaning assigned to them by this section. When not inconsistent with the context, words used in the present tense include the future; the singular, unless otherwise specifically defined in a particular section, includes the plural, and the plural the singular; the word "shall" is always mandatory, and the word "may" indicates use of discretion in making decisions.

**1. ACCESS (LEGAL AND PHYSICAL):**

- a. **Legal access** exists when the subdivision abuts a public street or road under the jurisdiction of the City, the County, or the State; or when the subdivider has obtained documented, adequate, and appropriate written easements across all intervening properties from a public road to each lot in the subdivision.
- b. **Physical access** means that a street or road conforming to the subdivision design standards provides vehicular access to each lot in the subdivision, either from a public street or road, from a road constructed to local road standards in the obtained easements which is dedicated to public use, or from a private road improved to local road standards which has been dedicated to public use or for the use of the subdivision.

**2. ADJOINING LANDOWNER (ADJACENT PROPERTY OWNER):** The owner of record of a parcel of land that is contiguous, at any point, or land that is separated from the parcel by a road, watercourse, or deeded right-of-way.

**3. ADMINISTRATIVE MINOR SUBDIVISION:** A subdivision meeting the requirements of subsection 76-3-609(6), MCA.

**4. AGRICULTURE:** All aspects of farming or ranching, including the cultivation or tilling of the soil; dairying; the production, cultivation growing, and harvesting of agricultural or horticultural commodities, including commodities defined as agricultural commodities in the federal Agricultural Marketing Act and the raising of livestock, bees, fur-bearing animals, poultry, biological control insects, fruits and vegetables, sod, ornamental, nursery, and horticultural crops; and any practices, including forestry or lumbering operations, performed by a farmer or on a farm as an incident to or in conjunction with farming operations, including preparation for market or delivery to storage, to market, or to carriers for transportation market, excluding any consideration of whether the proposed subdivision will result in a loss of agricultural soils.

**5. AGRICULTURAL COVENANT:** A covenant running with the land, approved by the governing body, which restricts the land to agricultural uses only, see Section 76-3-207(1)(c), MCA; and prohibits construction of residential, commercial, or industrial buildings, which require water or sewer; and can only be removed pursuant to Section 76-3-211, MCA.

including any part of an irrigation system historically used to produce an agricultural product on property used for agricultural purposes. These facilities include, but are not limited to, ditches, head gates, pipes, and other water conveying facilities.

7. **ARM:** Administrative Rules of Montana.
8. **ALLEY:** A public or private road used for secondary vehicular access to the rear of properties but are not to serve as primary access or carry daily traffic.
9. **BASE FLOOD ELEVATION:** The computed elevation to which floodwater is anticipated to rise during a flood having a one percent chance of being equaled or exceeded in any given year. A base flood is the same as a flood of 100-year frequency. 36.15.101(4) ARM.
10. **BLOCK:** A group of lots, tracts, or parcels within well-defined and fixed boundaries. Such boundaries may include streets, railroads, irrigation ditches, streams, platted lands, or a combination thereof.
11. **CERTIFICATE OF SURVEY:** A drawing of a field survey prepared by a professional land surveyor for the purpose of disclosing facts pertaining to boundary locations. Section 76-3-103 (1), MCA.
12. **CLUSTER DEVELOPMENT:** A subdivision with lots clustered in a group of five or more lots that is designed to concentrate building sites on smaller lots while allowing other lands to remain undeveloped. Section 76-3-103 (2), MCA.
13. **COMMERICIAL USE:** The purchase, sale, or transaction involving the disposition or storage of any article, substance, commodity, or service, maintenance or conduct of offices, professionals, or recreational or amusement enterprises conducted for profit and including renting of rooms, business offices, and sale display rooms, and premises, which includes mobile home and recreational vehicle parks.
14. **COMPREHENSIVE PLAN, MASTER PLAN, OR GROWTH POLICY:** means a comprehensive development plan, master plan, or comprehensive plan that was adopted pursuant to Title 76, Chapter 1, MCA, before October 1, 1999, or a policy that was adopted pursuant to Title 76, Chapter 1, MCA, on or after October 1, 1999. When a growth policy has been approved, subdivision regulations must be made in accordance with the growth policy. Section 76-1-606, MCA.
15. **CONDOMINIUM:** A form of individual ownership with unrestricted right of disposal of one or more units in a multiple unit project, with the land and other parts of the project held in common ownership or use with owners of the other units, pursuant to Title 70, Chapter 23, MCA.
16. **COUNTY ROAD IN SUBDIVISION:** A road on a final subdivision plat that is dedicated to public use is not considered a county road until the board of county commissioners approves by resolution the adoption of the road as a county road. Section 7-14-2101(2)(d), MCA.

**17. COVENANT (RESTRICTIVE COVENANT):** A limitation contained in a deed or other document that restricts or regulates the use of the real property.

**18. DEDICATION:** The deliberate appropriation of land by an owner for any general and public use, reserving to the landowner no rights that are incompatible with the full exercise and enjoyment of the public use to which the property has been devoted. Section 76-3-103 (3), MCA.

**19. DEQ:** The Montana Department of Environmental Quality.

**20. DIVISION OF LAND:** The segregation of one or more parcels of land from a larger tract held in single or undivided ownership by transferring or contracting to transfer title to or possession of a portion of the tract or properly filing a certificate of survey or subdivision plat establishing the identity of the segregated parcels pursuant to the MSPA. The conveyance of a tract of record or an entire parcel of land that was created by a previous division of land is not a division of land. Section 76-3-103 (4), MCA.

**21. DRIVEWAY:** A driveway is a vehicular access serving no more than one dwelling unit. Vehicular accesses serving or abutting more than one dwelling unit shall be considered a road and shall be built to the road standards outlined in these Regulations.

**22. DWELLING UNIT:** Any structure or portion thereof providing complete, independent, and permanent living facilities for one household. Section 76-3-621(10)(b), MCA.

An additional definition of dwelling unit exists in the Residential Landlord Tenant Act, 70-24-103(6). Dwelling unit, under the Resident Landlord Tenant Act, means a structure or the part of a structure that is used as a home, residence, or sleeping place by a person who maintains a household or by two or more persons who maintain a common household. Dwelling unit, in the case of a person who rents space in a mobile home park and rents the mobile home, means the mobile home itself.

**23. EASEMENT:** Authorization by a property owner for another to use, or restriction on the right of the owner to use, all or a portion of the owner's property for a specified purpose.

**24. ENGINEER (PROFESSIONAL ENGINEER):** A person licensed and registered in conformance with the Montana Engineers' and Land Surveyors' Act [Title 37, Chapter 67, MCA] to practice engineering in the State of Montana.

**25. ENVIRONMENTAL ASSESSMENT:** A component of a subdivision application for major subdivisions that provides information needed for the assessment of impacts from subdivision on agriculture, agricultural water users' facilities, local services, national environment, wildlife, wildlife habitat, and public health and safety. The contents of an environmental assessment shall be pursuant to Section 76-3-603, MCA.

**26. EXAMINING LAND SURVEYOR:** A registered land surveyor appointed by the governing body to review surveys and plats submitted for filing. Section 76-3-103(5), MCA. The examining land surveyor may also conduct investigations of requests concerning roads.

**27. FINAL PLAT:** The final drawing of the subdivision and dedicate required by the MSPA to be prepared for filing for record with the county clerk and recorder and containing all elements and requirements set forth in the MSPA and these Regulations. Section 76-3-103(6), MCA.

**28. FIRST MINOR SUBDIVISION:** A proposed subdivision of a tract of record that:

- a. has not been subdivided or created by a subdivision, or
- b. has not resulted from a tract of record that has had more than five parcels created from that tract of record under Section 76-3-201 or 76-3-207, MCA since October 1, 2003. Section 76-3-609(2), MCA.

**29. FLOOD:** The water of any watercourse or drainway that is above the bank or outside the channel and banks of such watercourse or drainway. Section 76-5-103 (8), MCA.

**30. FLOOD HAZARD AREA:** The area at and below the base flood elevation.

**31. FLOOD OF 100 YEAR FREQUENCY:** A flood magnitude expected to recur on the average of once every 100 years or a flood magnitude that has a 1% chance of occurring in any given year. Section 76-5-103 (9), MCA.

**32. FLOODPLAIN:** The area adjoining the watercourse or drainway that would be covered by the floodwater of a flood of 100-year frequency. Section 76-5-103 (10), MCA.

**33. FLOODWAY:** The channel of a watercourse or drainway and those portions of the floodplain adjoining the channels that are reasonably required to carry and discharge the floodwater of any watercourse or drainway. Section 76-5-103 (11), MCA.

**34. GOVERNING BODY:** The governing authority of Broadwater County organized pursuant to law. Section 76-3-103 (7), MCA.

**35. HOUSING DEDICATION:** A dedication of real property as prohibited in 7-2-4203, 76-2-203, and 76-2-302, MCA, which includes a payment or other contribution to a local housing authority or the reservation of real property for future development of housing for specified income levels or specified sale prices.

**36. IMPROVEMENT AGREEMENT:** A contractual agreement that may be required by the governing body to ensure the construction of such improvements as required by local subdivision regulations, including, but not limited to driveway or roadway improvement agreements. The improvement agreement may require collateral to secure the construction of such improvements, such as the deposit of certified funds, irrevocable letters of credit, performance, or property bonds, private or public escrow agreements, or similar financial guarantees. Section 76-3-507, MCA.

**37. INDUSTRIAL USE:** The manufacture, fabrication, processing or reduction of any article, substance, or commodity or any other treatment thereof in such a manner to change the form

character or appearance thereof. It shall include trucking facilities, rail facilities, mining, warehousing, and product, materials or equipment storage, and businesses serving primarily industry and similar enterprises.

**38. LANDOWNER:** All individuals, groups, or parties with a title interest in the property. For purposes of Section 76-3-207, MCA, when a parcel of land for which an exemption from subdivision review is claimed is being conveyed under a contract-for-deed, the terms “property owner,” “landowner,” and “owner” mean the seller of the parcel under the contract-for-deed (24.183.1104 ARM). For all other purposes of these regulations, the terms “property owner,” “landowner,” and “owner” mean both the seller and the purchaser under a contract for deed.

**39. LOCAL FIRE AUTHORITY:** A local fire district, fire service area, or the county fire marshal. See Title 7, Chapter 33, MCA.

**40. LOCAL SERVICES:** All services or facilities local government is authorized to provide that benefit their citizens, such as water supply, sewage disposal, law enforcement, fire protection, emergency services, transportation system, educational system, noxious weed control, as well as services that local government does not provide such as power, telephone, state highways, etc.

**41. LOT:** A parcel, plot, or other land area created by subdivision.

**42. LOT MEASUREMENT:**

- a. **Lot Depth.** The length of a line drawn perpendicularly to the front lot line and extending to the rear lot line.
- b. **Lot Width.** The average width of the lot.
- c. **Lot Frontage.** The width of the front lot line.
- d. **Net Lot Area.** The gross lot area less the area within any existing or proposed public or private street, road or easement for ingress and egress, and less the area within any existing or proposed easement wherein the owner of the lot is prohibited from using the surface of the land. Included in the net area is the area lying within public utility easements, sanitary sewer easements, landscaping easements, and other such easements wherein the owner of the lot is not prohibited from using the surface of the land.
- e. **Gross Lot Area.** The total area, measured in a horizontal plane, within the boundary lines of a lot.

**43. LOT TYPES:**

- a. **Corner Lot.** A lot located at the intersection of two streets or roads.
- b. **Interior Lot.** A lot with frontage on only one street or road.
- c. **Through or Double-Frontage Lot.** A lot whose front and rear lines both abut on streets.

d. **Flag Lot.** A lot of irregular shape, the bulk of which is normally situated to the rear of other lots, having as its frontage and access a drive connecting it to a street.

**44. MAJOR SUBDIVISION:** A subdivision that creates six or more lots.

**45. MCA:** Montana Code Annotated.

**46. MINOR SUBDIVISION:** A subdivision that creates five or fewer lots from a tract of record. Section 76-3-103(9), MCA.

**47. MOBILE (MANUFACTURED) HOME:** A detached residential dwelling unit, which may consist of two or more sections, designed to be towed on its own chassis to a building site for occupation as a dwelling with or without a permanent foundation, which in the traveling mode is eight body feet or more in width or forty body feet or more in length, or, when erected on-site is 320 or more square feet in size. Mobile homes are designed to be used as a dwelling for human occupancy upon connection to required utilities, including plumbing, heating, and electrical systems. The term includes, but is not limited to, "trailer homes," "house trailers," and "manufactured homes" whether the unit has been constructed after July 1, 1976, in conformance with Federal Manufactured Home Construction and Safety Standards. The term does not include "modular" or "factory-built buildings" that are fabricated at a factory in accordance with the Uniform Building Code Standards applicable to site-built homes and are transported to the site for final assembly on a permanent foundation. 42 U.S.C. 3535(d), 5403, 5404, and 5424.

**48. MOBILE (MANUFACTURED) HOME SPACE:** A designated portion of a parcel of land designed for the accommodation of one mobile home and its accessory buildings or structures for the exclusive use of the occupants.

**49. MOBILE (MANUFACTURED) HOME PARK:** A tract of land that provides or will provide two or more spaces for rent or lease in which a mobile home will be placed. Section 76-3-103(16), MCA.

**50. MOBILE (MANUFACTURED) HOME PAD:** That area of a mobile home space which has been prepared for the placement of a mobile home.

**51. MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY MINIMUM STANDARDS:** Minimum standards promulgated by the Montana Department of Environmental Quality, pursuant to Title 76, Chapter 4, Part 1, MCA.

**52. MONUMENT (PERMANENT MONUMENT):** Any structure of masonry, metal, or other permanent, durable material placed in the ground, which is exclusively identifiable as a monument to a survey point, expressly placed for surveying reference.

**53. MSPA:** Montana Subdivision and Platting Act, Title 76, Chapter 3, MCA.

**54. NATURAL ENVIRONMENT:** The natural environment is defined as the physical conditions which exist within a given area, including land, air, water, mineral, flora, fauna, sound, light, and objects of historic and aesthetic significance.

**55. NO BUILD ZONE:** An area in which no building or structure may be constructed or otherwise placed. Slopes greater than twenty-five percent (25%) shall be shown as no-build zones. If the No Build Zone contains a waterway, floodway or natural waterway drainage, then no dirt can be moved in to fill up the waterway or floodway. A No Build Zone is generally intended to mitigate potentially adverse impacts.

**56. OPEN SPACE:** Land or water areas retained for use as active or passive recreation areas or for resource protection in an essentially undeveloped state.

**57. ORDINARY HIGH-WATER MARK:** The line that water impresses on land by covering it for sufficient periods to cause physical characteristics that distinguish the area below the line from the area above it. Characteristics of the area below the line include, when appropriate, but are not limited to deprivation of the soil of substantially all terrestrial vegetation and destruction of its agricultural vegetative value. 36.2.402(6) A.R.M.

**58. PHASED DEVELOPMENT:** A subdivision application and preliminary plat that at the time of submission consists of independently platted development phases that are scheduled for review on a schedule proposed by the subdivider. Section 76-3-103(10), MCA.

**59. PHASING PLAN:** The plan and proposed schedule of a subdivision design proposed to be subdivided in stages.

**60. PLANNED UNIT DEVELOPMENT (P.U.D.):** A land development project consisting of residential clusters, industrial parks, shopping centers, or office building parks that compose a planned mixture of land uses built in a prearranged relationship to each other and having open space and community facilities in common ownership or use. Section 76-3-103 (10), MCA.

**61. PLANNING BOARD:** A planning board formed pursuant to Title 76, Chapter 1, MCA.

**62. PLAT:** A graphical representation of a subdivision showing the division of land into lots, parcels, blocks, streets, alleys, and other divisions and dedications. Section 76-3-103 (12), MCA.

- a. **Preliminary Plat.** A neat and scaled drawing of a proposed subdivision showing the layout of streets, alleys, lots, blocks, and other elements of a subdivision that furnish a basis for review by a governing body as more specifically set forth in these regulations and the MSPA. Section 76-3-103(13), MCA.
- b. **Final Plat.** The final drawing of the subdivision and dedication required to be prepared for filing for record with the county clerk and recorder containing all elements and requirements set forth in these regulations and the MSPA. Section 76-3-103(6), MCA.

- c. **Amended Plat.** The final drawing of any change to a filed platted subdivision, or any lots, within a filed platted subdivision.
- d. **Vacated Plat.** A plat which has been voided under the provisions of MCA Sections 76-3-305, 7-5-2501, 7-5-2502, 7-14-2616 (1) and/or (2), 7-14-2617, 7-14-4114 (1) and/or (2), and 7-14-3115.

**63. PRE-APPLICATION SKETCH (OR DRAWING):** A legible drawing showing approximate boundaries, dimensions, areas, distances, and other pertinent information of a proposed subdivision, all as more particularly set forth in Subsection II-A-4 (b) of these regulations. Section 76-3-504(q), MCA.

**64. PRIVATE IMPROVEMENT:** Private improvements are the same types of improvements as defined under PUBLIC IMPROVEMENTS, except the structure or facility has not been dedicated to the public or otherwise acquired by a government entity for public use.

**65. PRIVATE ROAD:** A road is private if its right-of-way has neither been dedicated nor acquired for public use. A private road may be open to use by the public or public access may be restricted.

**66. PROFESSIONAL LAND SURVEYOR:** A person licensed in conformance with the Montana Engineers' and Land Surveyors' Act (Title 37, Chapter 67, MCA) to practice surveying in the State of Montana.

**67. PUBLIC HEALTH AND SAFETY:** The prevailing healthful, sanitary condition of well-being for the community at large. Conditions that relate to public health and safety include but are not limited to disease control and prevention; emergency services; environmental health; flooding, fire or wildfire hazards, rock falls or landslides, unstable soils, steep slopes, and other natural hazards; high voltage lines or high pressure gas lines; and air or vehicular traffic safety hazards.

**68. PUBLIC IMPROVEMENT:** Any structure or facility constructed to serve more than one lot in a subdivision which is dedicated to the public, for the use of the subdivision, or otherwise acquired by a government entity for public use. Examples of typical public improvements include parks, streets or roads, sidewalks, curbs, gutters, and street lighting, utilities, and systems for water supply, sewage disposal, drainage, or fire protection.

**69. PUBLIC ROAD OR STREET:** A road or street is public if its right-of-way has been dedicated or acquired for public use.

**70. RECREATIONAL CAMPING VEHICLE:** A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use that either has its own motor power or is mounted on or drawn by another vehicle. The basic types of RVs are camping trailer, fifth wheel trailer, motor home, park trailer, travel trailer, and truck camper. Recreational Camping Vehicles are designed to be used as a temporary living quarter for human occupancy without connection to required utilities, including plumbing, heating, and electrical systems. Section 50-60-101(16), MCA.

**71. RECREATIONAL VEHICLE PAD:** A designated location in a Recreational Vehicle Space that identifies where recreational vehicles must park during occupation, and where all other uses unless specifically authorized are prohibited.

**72. RECREATIONAL VEHICLE PARK:** A tract of land where two or more spaces for rent or lease in which a recreational vehicle will be placed, that is available to and principally used by the public for camping. Section 76-3-103(16), MCA

**73. RECREATIONAL VEHICLE SPACE:** A designated portion of a recreational vehicle park designed for the placement of a single recreational vehicle, the exclusive use of its occupants and their personal belongings including automobiles, outdoor storage etc.

**74. RESIDENTIAL USE:** A dwelling unit designed for permanent occupancy by a single-family, two-family, or multifamily containing facilities for cooking, living, and sleeping. These units include boarding or rooming houses. Residential use does not include transient accommodations, such as: hotels, motels, dormitories, fraternity or sorority houses, or tourist cabins.

**75. REVIEWING AUTHORITY:** The DEQ or local Board of Health or Sanitarian as authorized under Title 76, Chapter 4, MCA.

**76. RIGHTS-OF-WAY:** A linear public way established or dedicated for public purposes by a duly recorded plat, deed, easement, grant, prescription, condemnation, governmental authority or by operation of law, intended to be occupied by a street, non-motorized vehicle path, railroad, electric transmission lines, water line, sanitary sewer line, storm sewer line, or other similar uses.

**77. STATE:** The State of Montana.

**78. STREET TYPES:** For purposes of these regulations, street types are defined as follows:

- a. **Alley.** A public or private way reserved as a secondary means of access to the rear or side of lots which abut on and are served by public roads.
- b. **Arterial.** Arterial roads are designed to move vehicles through an area. The roads have limited access, higher speeds and may have traffic signals near populated areas. Arterials should ideally have a wider shoulder than other roads. Wider shoulders allow more room for people to pull over if they have vehicle trouble, plus they provide additional room for wide loads or recovery associated with loss of vehicle control. A six-foot shoulder is consistent with Montana Department of Transportation (MDT) standards for rural roads with more than 550 vehicles per day. The MDT standard for a bike lane varies from four to five feet and the six-foot shoulder allows for cyclists to use the shoulder. Secondary arterials typically have lower volumes and narrower shoulders than primary arterials. The only roads designated as arterial roads within Broadwater County are the Primary State Highways.

- c. **Major Collector.** Major collectors are designed to serve both traffic movement and access. The roads typically are paved and have crossroad access, but limited private driveway access and medium to high speeds. Within incorporated areas, no distinction is made between major and minor collectors. In unincorporated areas, the distinction is made mostly from the standpoint of placing greater priority on those designated as major collectors. State Secondary Highways in Broadwater County are designated as major collectors.
- d. **Minor Collector.** Minor collectors are similar to major collectors except they may carry a greater level of localized traffic, and their condition may not be as high a priority as major collectors. The roads typically have limitations to road or driveway access and medium speeds similar to those on major collectors.
- e. **Local Streets.** A street or road having the primary function of serving abutting properties, and the secondary function of moving traffic. Local streets have two moving lanes of traffic, up to two parking lanes, and provide access to abutting properties.
- f. **Driveway.** A private vehicular access serving no more than one dwelling unit.
- g. **Emergency Access.** Vehicular access designed and intended to provide a second access for emergency service providers.
- h. **Half-Street.** A portion of the width of a street, usually located along the perimeter of a subdivision, the remaining portion of which street must be located on adjacent property if the street is to be fully constructed.
- i. **Cul-de-sac.** A street having only one outlet for vehicular traffic and terminating in a turn-around area.
- j. **Loop.** A local street which begins and ends on the same street, generally used for access to properties.
- k. **Frontage Access (Service Road).** A local or collector street, usually parallel and adjacent to an arterial or major collector, which provides access to abutting properties and controls traffic access to arterials or collectors.

**79. SUBDIVIDER:** Any person, firm or corporation, or other entity which causes land to be subdivided or which proposes a subdivision of land. Section 76-3-103 (15), MCA. When used in these regulations, the term "subdivider" may also include the property purchaser on a contract for deed or its agent, or the landowner's agent, if the landowner has provided the subdivision administrator written notification that the landowner's agent is authorized to act on the landowner's behalf and to receive notices regarding local government decisions concerning the subdivision.

**80. SUBDIVISION:** A division of land or land so divided which creates one or more parcels containing less than 160 acres that cannot be described as a one-quarter aliquot part of a United States government section, exclusive of public roadways, in order that the title to or possession of the parcels may be sold, rented, leased, or otherwise conveyed and includes any re-subdivision and further includes a condominium or area, regardless of its size, that

provides or will provide multiple space for recreational camping vehicles or mobile homes. Section 76-3-103 (16), MCA.

**81. SUBDIVISION ADMINISTRATOR:** The person or persons authorized by the governing body to perform the duties of review and administration set forth in these regulations.

**82. SUBSEQUENT MINOR SUBDIVISION:** A proposed subdivision which is the second, or subsequent, minor subdivision that does not result in a total of more than five parcels created by subdivision, or any combination of exemptions, or has not resulted from a tract of record that has had more than five parcels created from that tract of record under 76-3-201 or 76-3-207 since October 1, 2003. Section 76-3-609(2), MCA.

**83. SURVEYOR:** see EXAMINING LAND SURVEYOR and PROFESSIONAL LAND SURVEYOR above.

**84. SWALE:** A drainage channel or depression designed to direct surface water flow.

**85. SUBDIVISION GUARANTEE:** A report from an authorized title insurer or title insurance producer on the condition of title to the property proposed for subdivision, which identifies the owners of record of the property, lien holders, encumbrances, easements and restrictions of record, and all other conditions of title of public record, and accompanied by a guarantee of the accuracy of the report from the title insurance agent or its underwriter. Section 76-3-612, MCA.

**86. TOPOGRAPHY:** General term to include characteristics of the ground surface such as plains, hills, mountains, slopes, and other physiographic features.

**87. TOWNHOME or TOWNHOUSE:** Property that is owned subject to an arrangement under which persons own their own units and hold separate title to the land beneath their units, but under which they may jointly own the common areas and facilities. Section 70-23-102(18), MCA.

**88. TRACT OF RECORD:** An individual parcel of land, irrespective of ownership, that can be identified by legal description, independent of any other parcel of land, using documents on file in the records of the county clerk and recorder's office. Section 76-3-103 (17)(a), MCA.

**89. U.S.C.:** United States Code.

**90. VICINITY SKETCH:** A map at a scale suitable to locate a proposed subdivision, showing the boundary lines of all adjacent properties and streets and other information necessary to determine the general location of the proposed subdivision.

**91. WATER AND SANITATION INFORMATION:** The information required under 76-3-622, MCA, and to be submitted with the subdivision application. Section 76-3-601(1), MCA.

**92. WATERCOURSE:** Any depression 2 feet or more below the surrounding land serving to give direction to a current of water at least 9 months of the year and having a bed and well-defined banks. Section 76-4-103(16), MCA.

**93. WILDLIFE:** Those animals that are not domesticated or tamed, or as may be defined in a Growth Policy.

**94. WILDLIFE HABITAT:** The place or area where wildlife naturally lives or travels through.

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# **1. GENERAL PROVISIONS**

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## **1(a). TITLE**

These regulations will be known and may be cited as “The Broadwater County Subdivision Regulations,” hereinafter referred to as “these regulations.”

## **1(b). AUTHORITY**

Authorization for these regulations is contained in the Montana Subdivision and Platting Act (“MSPA”) Title 76, Chapter 3, MCA.

## **1(c). PURPOSE**

The purposes of these regulations are to promote the public health, safety, and general welfare by regulating the subdivision of land; to prevent the overcrowding of land; to lessen congestion in the streets and highways; to provide for adequate light, air, water supply, sewage disposal, parks and recreation areas, ingress and egress, and other public requirements; to require development in harmony with the natural environment; to promote preservation of open space; to promote cluster development approaches that minimize costs to local citizens and that promote effective and efficient provision of public services; to protect the rights of property owners; and to require uniform monumentation of land subdivisions and transferring interests in real property by reference to a plat or certificate of survey, and provide for phased development. Section 76-3-102, MCA.

These regulations are intended to comply with MCA, Title 76, Part 5 of the MSPA, and are intended to promote:

1. The orderly development of the jurisdictional area.
2. The coordination of roads within subdivided land with other roads, both existing and planned.
3. The dedication of land for roadways and for public utility easements.
4. The improvement of roads.
5. The provision of proper physical and legal access, including obtaining necessary easements.
6. The provision of adequate open spaces for travel, light, air, and recreation.
7. The provision of adequate transportation, water, drainage, and sanitary facilities.
8. The avoidance or minimizing of congestion.

9. The avoidance of subdivisions which would involve unnecessary environmental degradation.
10. The avoidance of danger or injury by reason of natural hazard or the lack of water, drainage, access, transportation, or other public improvements.
11. The avoidance of excessive expenditure of public funds for the supply of public improvements and services.
12. The manner and form of making and filing of any plat for subdivided lands.
13. The administration of these regulations by defining the powers and duties of approving authorities, including procedures for the review and approval of all plats of subdivisions covered by these provisions.

#### **1(d). JURISDICTION**

These regulations govern the subdivision of land within the jurisdictional area of the governing body of Broadwater County.

If a proposed subdivision lies within one mile of a third-class city or town or within two miles of a second-class city or within three miles of a first-class city, the county governing body must submit the preliminary plat to the city or town governing body or its designated agent for review and comment. If a proposed subdivision lies partly within an incorporated city or town, the preliminary plat must be submitted to, and approved by, both the city or town and the county governing body.

If a proposed subdivision is in a rural school district, the governing body shall provide a summary of the information contained in the subdivision application and preliminary plat to school district trustees.

When a proposed subdivision is also proposed to be annexed to a municipality, the governing body of the municipality will combine public hearings and otherwise coordinate the subdivision review process and annexation procedures whenever possible. **Section 76-3-601(2), MCA.**

These regulations supplement all other regulations, and where they are at variance with other laws, regulations, ordinances, or resolutions, the more restrictive requirements apply. Other regulations include, but are not limited to, zoning regulations, floodplain regulations, building codes, development codes, and fire codes.

#### **1(e). SEVERABILITY**

If a court of competent jurisdiction holds any word, phrase, clause, sentence, paragraph, section, or other part of these regulations invalid, that judgment will affect only the part held invalid.

**1(f). PUBLIC HEARING AND NOTICE**

**1(f)(i). Hearing**

- A. Public hearings for major subdivisions shall be held by the planning board.
- B. When a hearing is required by these regulations, notice shall be posted according to the requirements in Subsection 1(f)(ii) below.

**1(f)(ii). Notice**

- A. The planning board shall give notice of the time, dates, and location of the hearing by publication in a newspaper of general circulation in the county not less than fifteen (15) days prior to the date of the hearing.
- B. At least fifteen (15) days prior to the date of the hearing, the planning board shall give notice of the hearing by certified mail to the subdivider, each adjoining landowner to the land included in the preliminary plat, and each purchaser under contract for deed of property immediately adjoining the land included in the preliminary plat.

**1(g). CONSTRUCTION ~~TIMING~~**

A person shall submit a Request for a Preapplication Meeting at least ninety (90) days prior to the anticipated beginning of construction. A person may not erect any facility for supply of water, disposal of sewage or solid waste, erect any building or shelter that requires facilities for the supply of water, disposal of sewage, or solid waste until the governing body has given conditional approval of the preliminary plat, and all proper permits have been obtained. In addition, a person shall not begin construction on facilities to be used by the public such as roads, parks or utilities until the governing body has given conditional approval of the preliminary plat. Construction work undertaken prior to the preliminary plat approval subjects the subdivider to the possibility that the work will have to be redone or removed.

**1(h). TRANSFER OF TITLE**

Except as noted below, a final subdivision plat must be filed for record with the county clerk and recorder before title to the subdivided land can be sold or transferred in any manner. After the preliminary plat of a subdivision has been approved or conditionally approved, the subdivider may enter contracts to sell lots in the proposed subdivision if all the following conditions are met, see Section 76-3-303, MCA:

1. That under the terms of the contracts the purchasers of lots in the proposed subdivision make any payments to an escrow agent, which must be a bank or savings and loan association chartered to do business in the State of Montana;
2. That under the terms of the contracts and the escrow agreement the payments made by purchasers of lots in the proposed subdivision may not be distributed by the escrow

agent to the subdivider until the final plat of the subdivision is filed with the county clerk and recorder;

3. That the contracts and the escrow agreement provide that if the final plat of the proposed subdivision is not filed with the county clerk and recorder within two years of the preliminary plat approval, the escrow agent shall immediately refund to each purchaser any payments made under the contract;
4. That the contracts contain the following language conspicuously set out therein: "The real property which is the subject hereof has not been finally platted, and until a final plat identifying the property has been filed with the county clerk and recorder, title to the property cannot be transferred in any manner;" and
5. That the county treasurer has certified that no real property taxes assessed and levied on the land to be divided are delinquent.

**1(i).           PERMISSION TO ENTER**

The governing body or its designated agent(s) or affected agencies identified during the pre-application meeting may investigate, examine, and evaluate the site of the proposed subdivision to verify information provided by the subdivider and to subsequently monitor compliance with any conditions if the preliminary plat is approved conditionally. The submission of a subdivision application constitutes a grant of permission by the subdivider for the governing body, its agents, and affected agencies to enter the subject property. This consent applies to members of the public attending a noticed public meeting being held by the planning board or governing body for a site visit.

**1(j).           VARIANCES**

**1(j)(i).       Variances Authorized**

The governing body may grant variances from Section 5, Design and Improvement Standards, of these regulations when due to the characteristics of land proposed for subdivision, strict compliance with these standards would result in undue hardship and would not be essential to the public welfare. A variance will not be granted if it would have the effect of nullifying the intent and purpose of these regulations.

A public hearing is required to be held for variance request for all major subdivisions. The public hearing shall be held by the planning board pursuant to Subsection 1(f)(i). Notice of the hearing on the variance request must be posted according to Subsection 1(f)(ii). Public hearings are not required for variance requests for first minor subdivisions.

**1(j)(ii).       Variances from Floodway Provisions Not Authorized**

The governing body will not by variance permit subdivision for building purposes in areas located within the floodway of a flood of one hundred (100) year frequency as defined by Title 76, Chapter 5, MCA.

### **1(j)(iii). Variance Criteria**

The governing body will not approve a variance unless it finds that:

- A. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;
- B. Due to the physical surroundings, shape, or topographical conditions of the property involved, strict compliance with the regulations will impose an undue hardship on the owner. Undue hardship does not include personal or financial hardship, or any hardship that is self-imposed;
- C. The variance will not cause a substantial increase in public costs; and
- D. The variance will not place the subdivision in nonconformance with any adopted zoning regulations.

### **1(j)(iv). Variance Procedure**

The subdivider shall include with the submission of the preliminary plat a written statement describing and justifying the requested variance. If during the review period a need for a variance is identified, and the variance has not been specifically requested, the application can be deemed insufficient, and the review period can be suspended until the issue is determined to be sufficiently addressed. For applications being considered by the planning board, the planning board will consider the requested variance and recommend its approval or denial to the governing body.

### **1(j)(v). Variance Conditions**

In granting variances, the governing body may impose reasonable conditions to secure the objectives of these regulations.

### **1(j)(vi). Variance Statement of Facts**

When a variance is granted, the motion to approve the proposed subdivision must contain a statement describing the variance and the facts and conditions upon which the issuance of the variance is based.

## **1(k). AMENDMENT OF REGULATIONS**

Before the governing body amends these regulations, it will hold a public hearing on the proposed amendment. Notice of the time and place of the public hearing must be published in a newspaper of general circulation in the county not less than fifteen (15) days or more than thirty (30) days before the date of the hearing.

### **1(l). ADMINISTRATION**

#### **1(l)(i). Enforcement**

Except as provided in Section 76-3-303, MCA, and these regulations, every final subdivision plat must be filed for record with the county clerk and recorder before title to the subdivided land can be sold or transferred in any manner. If unlawful transfers or uses are made, the county attorney shall commence action to enjoin further sales or transfers and compel compliance with all provisions of the MSPA and these regulations. The cost of this action shall be imposed against the party not prevailing. **Section 76-3-301, MCA.**

#### **1(I)(ii).      Violation and Penalties**

Any person, firm, corporation, or other entity who violates any of the provisions of the MSPA or these regulations is guilty of a misdemeanor punishable by a fine of not less than one hundred (\$100) or more than five hundred dollars (\$500) or by imprisonment in jail for not more than three (3) months or by both fine and imprisonment. Each sale, lease, or transfer, or offer of sale, lease, or transfer of each separate parcel of land in violation of any provision of the MSPA or these regulations shall be deemed a separate and distinct offense. **Section 76-3-105, MCA.**

#### **1(I)(iii).      Schedule of Fees**

The required fee shall accompany the preliminary plat and final plat application. **See Section 76-3-604(1), MCA.** The review fee shall be paid to the planning department for each application reviewed according to the fee schedule as approved and established by the governing body under a separate document. No action shall be taken on applications or appeals until all application fees have been paid in full.

The governing body may require the subdivider to pay for third-party review fees, such as: Examining Land Surveying, Engineering, Montana Department of Environmental Quality, and other planning consulting review fees.

The required application review fee and third-party review fees will not be refunded.

#### **1(I)(iv).      Appeals**

- A. A person who has filed with the governing body an application for a subdivision under the MSPA and these regulations may bring an action in district court to sue the governing body to recover actual damages caused by a final action, decision, or order of the governing body or a regulation adopted pursuant to the MSPA that is arbitrary or capricious.
- B. A party identified in Subsection (D) below who is aggrieved by a decision of the governing body to approve, conditionally approve, or deny an application and preliminary plat for a proposed subdivision or a final subdivision plat may, within thirty (30) days after the written decision, appeal to the district court in the county in which the property involved is located. The petition must specify the grounds upon which the appeal is made. The governing body's decision, based on the record as a whole, must be sustained unless the decision being challenged is arbitrary, capricious, or unlawful.

- C. For the purposes of this section, “aggrieved” means a person who can demonstrate a specific personal and legal interest, as distinguished from a general interest, who has been or is likely to be specially and injuriously affected by the decision.
- D. The following parties may appeal under the provisions of these regulations above in Subsection (B):
  - I. the subdivider;
  - II. a landowner with a property boundary contiguous to the proposed subdivision or a private landowner with property within the county or municipality where the subdivision is proposed if that landowner can show a likelihood of material injury to the landowner's property or its value;
  - III. the county commissioners of the county where the subdivision is proposed; and
  - IV. one of the following municipalities:
    - 1. a first-class municipality as described in Section 7-1-4111, MCA, if a subdivision is proposed within three (3) miles of its limits;
    - 2. a second-class municipality, as described in Section 7-1-4111, MCA, if a subdivision is proposed within two (2) miles of its limits;
    - 3. a third-class municipality, as described in Section 7-1-4111, MCA, if a subdivision is proposed within one (1) mile of its limits.

## **2. GENERAL PROCEDURES**

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*\*The provisions of this section apply to Section 3, 4, 5, 6, 7, and 8 of these regulations.*

### **2(a). PRELIMINARY PLATS**

#### **2(a)(i). Pre-application Process**

- A. Prior to submittal of a subdivision application, the subdivider shall request a pre-application meeting with the subdivision administrator. The meeting shall occur within thirty (30) days after the subdivider submits a written request for the meeting to the subdivision administrator. Section 76-3-504(1)(q)(i) and (iv), MCA.
- B. At the time of the pre-application meeting request, the subdivider shall provide to the subdivision administrator a sketch of the proposed subdivision showing the layout of the proposed features in relation to existing site conditions. It is recommended the representative and the developer or landowner attend the pre-application meeting to avoid potential problems.
  - I. The sketch may be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division at a scale of 1 inch to 400 feet or larger that is adequate to show the property and must include the following:
    1. Information on the status of the site, including:
      - a. location;
      - b. approximate tract and lot boundaries of existing tracts of record;
      - c. description of general terrain;
      - d. natural features on the land, including water bodies, floodplains geologic hazards, and soil types;
      - e. existing structures and improvements;
      - f. existing utility lines and facilities serving the area to be subdivided; and
      - g. existing easements and rights of way.
    2. Documentation on the status of the site, including:
      - a. ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide;

- b. water rights, including location of Agricultural Water User Facilities;
- c. any special improvement districts; and
- d. rights of first refusal for the property

II. Information on the proposed subdivision, including:

- 1. tract and proposed lot boundaries;
- 2. proposed public and private improvements;
- 3. location of utility lines and facilities;
- 4. easements and rights of way;
- 5. parks and open space and proposed conservation easements;
- 6. existing zoning or development regulation standards;
- 7. existing conservation easements; and
- 8. existing covenants or deed restrictions.

C. At the pre-application meeting:

- I. the subdivision administrator shall identify, for informational purposes, the state laws, local regulations, and growth policy provisions that may apply to the subdivision review process including but not limited to zoning regulations and floodplain regulations (See Section 76-3-504(1)(q)(ii), MCA);
- II. the subdivision administrator shall provide information on phasing, if applicable;
- III. the subdivision administrator shall provide the subdivider with a list of public utilities, local, state, and federal agencies, and any other entities that have an interest in the proposed subdivision and that may be contacted for comment by the subdivision administrator or planning board on the subdivision application. The subdivision administrator shall also identify the timeframes that the public utilities, agencies, and other entities are given to respond (See Section 76-3-504(1)(q)(iii), MCA); and
- IV. the subdivision administrator may identify additional information the subdivision administrator anticipates will be required for review of the subdivision application. This does not limit the ability of the subdivision administrator to request additional information later.

D. Unless the subdivider submits a subdivision application within six (6) months of this pre-application meeting, the subdivider must request a new pre-application meeting prior to submitting the subdivision application. Section 76-3-504(1)(q)(v), MCA.

**2(a)(ii). Subdivision Application and Preliminary Plat Submittal**

The subdivider shall provide the required copies of the preliminary plat and supplement materials as determined by the subdivision administrator. All preliminary plats shall be 24 inch by 36-inch size, 18 inch by 24 inch in size and/or 11 inch by 17 inch size as specified by the subdivision administrator. The required copies of the all supplemental materials shall be organized with a cover sheet, table of contents identifying all the elements, identification tabs for each element listed below and shall be bound in a three-ring binder for each set and ready for distribution. The subdivider shall also provide the subdivision administrator with an electronic form (PDF format).

The subdivider shall submit to the governing body or to the agent or agency designated by the governing body a subdivision application addressing these topics and containing the following materials, all described in more detail in forms provided by the subdivision administrator, as determined by the subdivision administrator:

1. A completed and signed Subdivision Application Form, Section 76-3-601(1), MCA;
2. The required review fee, Section 76-3-602, MCA;
3. A preliminary plat (and if applicable a preliminary site plan), Section 76-3-601(1), MCA;
4. A copy of the most current certificate of survey or subdivision plat pertaining to the subject parcel to be subdivided, Section 76-3-103(9), MCA;
5. A map showing the location of the nearest utilities, Section 76-3-504(1)(g)(iv), MCA;
6. A topographic map, Section 76-3-504(1)(e), MCA;
7. A stormwater drainage plan, Section 76-3-504(1)(g)(ii), MCA;
8. If development is planned in phases, a phasing plan meeting the requirements of Section 4(a)(ii), Section 76-3-617, MCA;
9. Title Report dated no more than six (6) months prior to the date of preliminary plat submittal, Section 76-3-102(8), MCA;
10. Lienholder's acknowledgement of subdivision;
11. Documentation of legal and physical access, Section 76-3-608(3)(d), MCA;
12. Documentation of existing easements, including those for Agricultural Water User Facilities and access, Section 76-3-504(1)(k) and (l), MCA;
13. Existing covenants and deed restrictions, Section 76-3-102(8), MCA;
14. Proposed covenants for the subdivision, Section 76-3-102(8), MCA;
15. Existing water rights, Section 76-3-504(1)(j), MCA;
16. Existing mineral rights, Section 76-3-102(8), MCA;
17. Names and addresses of all adjoining property owners, Section 76-3-605(3), MCA;

18. Proposed road plans and profiles, include the location and dimensions of the roads and if proposed alleys, sidewalks and / or paths, Section 76-3-504(1)(g)(i), MCA;
19. Approach/access/encroachment permits submitted to the Montana Department of Transportation or the local jurisdiction, Section 76-3-501(1)(d), (f) and (h), MCA;
20. Proposed road maintenance agreement;
21. Proposed easements, including the location of nearest utilities, Section 76-3-504(1)(g)(iv) and (m), MCA;
22. Proposed disposition of water rights, Section 76-3-504(1)(j), MCA;
23. Proposed disposition of mineral rights, Section 76-3-102(8), MCA;
24. Parkland dedication calculations, location of and description of proposed parkland, or proposal for cash-in-lieu, Section 76-3-621, MCA;
25. Environmental assessment for major subdivisions and subsequent minor subdivisions, Section 76-3-603, MCA;
26. Summary of probable impacts for minor and major subdivisions, Section 76-3-603(1)(a)(ii) and (b), MCA;
27. Transportation impact analysis or traffic study (if identified during the preapplication meeting), Section 76-3-501(1)(d), (f) and (h), MCA;
28. Noxious Weed Management Compliance Plan, Section 7-22-2152, MCA;
29. Existing and proposed property owners' association documents, including draft articles of incorporation, declaration and bylaws;
30. FIRM or FEMA panel map and letter identifying floodplain status;
31. Required water and sanitation information, Section 76-3-622, MCA;
32. Letter requesting a revocation of agricultural covenants, if applicable, Sections 76-3-207(1)(c) and 76-3-211, MCA;
33. Letter indicating locations of cultural or historic resources, Section 76-3-621(7), MCA;
34. Variance request, Section 76-3-506, MCA;
35. Re-zoning (or Conditional Use Permit) application or approval;
36. An engineering study that identifies the Base Flood Elevation (BFE) (if identified during the preapplication meeting), Section 76-3-504(1)(f), MCA;
37. Letter identifying and proposing mitigation for potential hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials, Section 76-3-504(1)(e), MCA;
38. Such additional relevant and reasonable information as identified by the subdivision administrator that is pertinent to the required elements of this section; and
39. If proposing a first minor subdivision, or a subsequent minor subdivision, a copy of each instrument of transfer for the parcel or tract pertaining to the subject parcel filed or recorded since October 1, 2003. The instruments of transfer include but not limited to deed(s), certificate of survey(s) or subdivision plat(s), Section 76-3-609(2), MCA.

## **2(a)(iii).      Review Process**

For both minor and major subdivisions, the initial review process is as follows:

### **A.      Element Review**

- I. Within five (5) working days of receipt of a subdivision application and fee, the subdivision administrator shall determine whether the application contains all the applicable materials required by Section 2(a)(ii) and shall give written notice to the subdivider of the subdivision administrator's determination.
- II. If the subdivision administrator determines that elements are missing from the application, the subdivision administrator shall identify those elements in the notification and take no further action until all the missing elements have been submitted.
- III. The subdivider shall submit additional information to correct the deficiencies. The additional materials must be submitted in the form of one paper copy and one electronic copy.
- IV. If the subdivider submits additional information to correct the deficiencies, the subdivision administrator shall have five (5) working days to notify the subdivider whether the application contains all the materials required by Section 2(a)(ii) Subdivision Application and Preliminary Plat Submittal as applicable.
- V. If the applicant does not submit information to correct the deficiencies within one hundred eighty (180) days following the subdivision administrator's letter identifying the missing elements, the application and file will be terminated. The subdivision administrator shall notify the applicant thirty (30) days prior to the application being terminated.
- VI. This process shall be repeated until the subdivider submits an application containing all the materials required by Section 2(a)(ii), or the application is terminated or withdrawn.

**Section 76-3-604(1)(b) and (3), MCA.**

**B. Sufficiency Review**

- I. Within fifteen (15) working days after the subdivision administrator notifies the subdivider that the application contains all of the required elements as provided in Subsection (A) above, the subdivision administrator shall determine whether the application and required elements contain detailed, supporting information that is sufficient to allow for the review of the proposed subdivision under these regulations and shall give written notification to the subdivider of the subdivision administrator's determination.
  1. If the subdivision administrator determines that the information in the application is not sufficient to allow for review of the proposed subdivision, the subdivision administrator shall identify specific required information in its notification and no further action shall be

taken on the application by the subdivision administrator until all the materials identified as insufficient are submitted.

2. The subdivider shall submit additional information to address the insufficient items. The additional materials must be submitted in the form of one paper copy and one electronic copy.
3. If the subdivider submits additional information to correct the deficiencies in accordance with Subsection (A)(III) above, the subdivision administrator shall have fifteen (15) working days to notify the subdivider whether the submitted information and required elements contain detailed, supporting information that is sufficient to allow for review of the proposed subdivision under these regulations.
4. If the applicant does not submit information to correct the deficiencies within one hundred eighty (180) days following the subdivision administrator's letter identifying the insufficient items, the application and file will be terminated. The subdivision administrator shall notify the applicant thirty (30) days prior to the application being terminated.
5. This process shall be repeated until the application contains detailed, supporting information that is sufficient for review of the proposed subdivision under the provisions of these regulations, or the application is terminated or withdrawn.

II. A determination that an application contains sufficient information for review as provided in this Subsection (B) does not ensure that the proposed subdivision will be approved or conditionally approved by the governing body and does not limit the ability of the subdivision administrator, planning board, or the governing body to request additional information during the review process.

III. A determination of sufficiency by the subdivision administrator pursuant to this subsection does not limit the DEQ from requiring additional water and sanitation information as part of the DEQ review of water and sanitation information.

Section 76-3-604(2) and (3), MCA.

C. Applicable Regulations

Subdivision review and approval, conditional approval or denial shall be based on those regulations in effect at the time a subdivision application and preliminary plat is deemed to contain sufficient information for review. If regulations change during the element or sufficiency review, the determination of whether the application

contains the required elements and sufficient information, and the subdivision review, shall be based on the new regulations.

**Section 76-3-604(9), MCA.**

**2(a)(iv). Amended Applications**

- A. If the subdivider changes the subdivision application or preliminary plat before the public hearing for major subdivisions, or before the governing body makes its decision for first minor subdivisions, the subdivider shall submit the amended application or preliminary plat to the subdivision administrator for review. Subdividers will schedule a time to submit the amended application or preliminary plat to the subdivision administrator. Subdividers may be required to pay an amendment or new application fee.
  - I. Within five (5) working days of receiving the amended application or preliminary plat, the subdivision administrator shall determine whether the changes to the subdivision application or preliminary plat are material, as determined in Subsection (C) below.
  - II. The applicable review period is suspended while the subdivision administrator considers the amended application or preliminary plat.
  - III. If the subdivision administrator determines the changes are not material, the applicable review period resumes when the subdivision administrator mails notice of the decision to the subdivider.
  - IV. If the subdivision administrator determines the changes are material, the subdivision administrator shall either require:
    1. the subdivider to schedule a new pre-application meeting and resubmit the application and preliminary plat as a new subdivision application with payment of a new application fee, or
    2. proceed with the applicable review period upon certification from the subdivision administrator that the application is sufficient for review.
- B. By making changes to a pending subdivision application or preliminary plat, the subdivider consents to suspension of the review period as provided above in Subsection (A)(II).
- C. The following changes, although not an exhaustive list, may be considered material:
  - I. configuration or number of lots;
  - II. road layout;

- III. configuration of park land or open spaces;
- IV. easement provisions;
- V. designated access; or
- VI. changes to the proposed use of the lots.

D. A subdivider whose subdivision application or preliminary plat has been deemed materially changed by the subdivision administrator may appeal the subdivision administrator's decision to the governing body. The subdivider may request a public meeting with the governing body for first minor subdivision, or a public hearing with the governing body for major subdivisions and may submit additional evidence to show that the changes to the preliminary plat are not material.

- I. The applicable review period is suspended until the governing body decision on the appeal is made.
- II. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are material, the governing body shall require the subdivision application and preliminary plat to be resubmitted pursuant to Subsection (A)(IV) above.
- III. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are not material, the applicable review period resumes as of the date of the decision.
- IV. By appealing the decision of the subdivision administrator, the subdivider agrees to suspension of the applicable review period provided in Subsection (D)(I).

**2(a)(v). Amending Approved Preliminary Plats Before Final Plat Approval**

A. If the subdivider proposes to change the preliminary plat after the preliminary plat approval but before the final plat approval, the subdivider shall submit the proposed changes to the subdivision administrator for review. **Subdividers will schedule a time to submit the amended application or preliminary plat to the subdivision administrator. Subdividers may be required to pay an amendment or new application fee.**

- I. Within five (5) working days of receiving the proposed changes, the subdivision administrator shall determine whether the changes to the preliminary plat are material pursuant to Subsection (B) below.
- II. If the subdivision administrator determines the changes are material, the subdivision administrator may either require a public hearing with the

applicable body for major subdivisions, or a meeting with the governing body for first minor subdivisions, or, if the changes are extensive, the subdivision administrator may require the subdivider to begin the subdivision review process again, starting with the pre-application meeting, and require payment of a new application fee.

- III. If the subdivision administrator determines the changes are not material, the subdivision administrator may accept the changes, notify the subdivider and the governing body of that decision, and the governing body may approve those changes in a meeting for which notice has been given of non-material changes to the preliminary plat.
- B. The following changes, although not an exhaustive list, may be considered material:
  - I. configuration or number of lots;
  - II. road layout;
  - III. configuration of park land or open spaces;
  - IV. easement provisions;
  - V. designated access;
  - VI. changes to the proposed use of the lots; or
  - VII. changes to conditions of approval.
- C. A subdivider whose proposed changes to the preliminary plat have been deemed material by the subdivision administrator may appeal the subdivision administrator's decision to the governing body by written notice within ten (10) working days. The subdivider may request a public meeting with the governing body and may submit additional evidence to show that the changes to the preliminary plat are not material.
- D. If the subdivider and subdivision administrator determine that a condition of approval is illegal or impossible to comply with due to circumstances outside the subdivider's control, economic hardship notwithstanding, the condition may be reviewed by the governing body through a properly noticed public hearing for major subdivisions, or a public meeting with the governing body for first minors, to determine if the condition may be waived or amended.

**2(a)(vi). Extension of Preliminary Plat Approval Period**

- A. At the end of the preliminary plat approval period the governing body may grant an extension according to the following:

- I. The extension request is made by the subdivider in writing at least two (2) weeks prior to the expiration of the preliminary plat.
- II. All requests for extensions must be in writing and must provide responses to the following criteria and supporting documentation, if any:
  1. Progress to date in completing or demonstration and evidence of good faith efforts to satisfy the required conditions of preliminary plat approval.
  2. Duration of the required extension and the ability of the subdivider to meet the required conditions of preliminary plat approval within the requested extension period.
  3. Significant changes in the vicinity of the subdivision that have occurred or are planned to occur within the requested extension period and whether the preliminary plat conditions adequately mitigate the significant changes. Significant changes constitute changes that may render the subdivision non-compliant with current design standards, such as road design, wildfire, or flood standards.
  4. Consistency with adopted comprehensive planning documents, including but not limited to, the jurisdiction's growth policy, annexation policy, capital improvements plan, transportation plan, etc.
  5. Impacts to public health, safety, and general welfare.
  6. Planning and provisions of public facilities and services in the vicinity of the subdivision and whether the requested extension conforms to those plans and provisions.
  7. Any mutually agreed-upon extension must be in writing and dated and signed by the members of the governing body and the subdivider or subdivider's agent.

- B. The governing body may issue more than one extension.

Section 76-3-610, MCA.

**2(b). FINAL PLATS**

**2(b)(i). Final Plat Contents**

The final plat submitted for approval must conform to the preliminary plat as previously reviewed and approved by the governing body and must incorporate all required modifications and comply with all conditions imposed at the time of subdivision application and preliminary plat approval.

The final plat and accompanying documents must comply with the Montana Uniform Standards for Final Subdivision Plats 24.183.1107, ARM (provided in Appendix A).

**2(b)(ii). Final Plat Initial Review**

**A. Final Plat Submittal**

A final plat is considered to be received on the date of delivery to the governing body or the agent or agency designated by the governing body when accompanied by the review fee submitted as provided in Section 76-3-602 MCA. The final plat approval application form, which can be obtained from the subdivision administrator, and all supplementary documents must be submitted to the subdivision administrator at least sixty (60) working days prior to the expiration of preliminary plat approval to accommodate for review time according to Subsection 2(b)(ii)(B) and Section 2(b)(v) of these regulations. The submittal shall include, as applicable:

- I. All items and documents organized in a binder and labeled appropriately to correspond with the conditions of approval;
- II. A complete final plat application and final plat meeting the requirements of the Uniform Standards for Final Subdivisions Plats set forth in Appendix A;
- III. the final plat review fee; and
- IV. a written statement and full documentation from the applicant or their representative outlining how each condition of approval has been satisfied.

**B. Review by Subdivision Administrator**

I. Within twenty (20) working days of receipt of a final plat, the subdivision administrator shall determine whether the final plat contains the information required in Subsection 2(b)(ii)(A) and shall notify the subdivider or, with the subdivider's written permission, the subdivider's agent of that determination in writing. If the subdivision administrator determines that the final plat does not contain the information required under subsections, the subdivision administrator shall identify the final plat's defects in the notification.

1. The subdivision administrator may review subsequent submissions of the final plat only for information found to be deficient during the original review of the final plat under Subsection 2(b)(ii)(B)(I).
2. The time limits, provided in Subsection 2(b)(ii)(B)(I), apply to each submission of the final plat until a written determination is made that the final plat contains the information required under Subsection 2(b)(ii)(A). and the subdivider or the subdivider's agent is notified.
3. Final plat applications will not be considered complete by the subdivision administrator and will not be scheduled with the governing body until materials

demonstrating that all conditions of preliminary approval have been satisfied are submitted.

- II. If the subdivision administrator determines the final plat differs materially from the approved or conditionally approved preliminary plat, the applicant shall be required to submit the amendments pursuant to Section 2(a)(v). The subdivider may appeal the subdivision administrator's decision according to the procedures in **Subsection 2(a)(iv)(D)**.
- III. The subdivision administrator shall require that final subdivision plats be reviewed for errors and omissions in calculation or drafting by an examining land surveyor before recording with the Clerk and Recorder. When the survey data shown on the plat meets the conditions pursuant to these regulations, the examining surveyor shall certify the compliance in a printed or stamped signed certificate on the plat.
- IV. The subdivision administrator may forward the application to the public works director and/or county attorney, or county department, requesting their review. Any comments received shall be included in the subdivision administrators report to the governing body.
- V. Time periods for final plat review can be extended by mutual agreement in writing.

#### **2(b)(iii). Subdivision Improvements Agreement: Guaranty**

- A. As a condition of approval of the final plat, the subdivider must have installed all required improvements or have entered into a subdivision improvements agreement guaranteeing the construction, installation, and maintenance of all required improvements. Section 76-3-507, MCA. The governing body may require up to one hundred percent (100%) completion of improvements related to public health and safety, such as roads, firefighting facilities, and installation of utilities, before agreeing to the use of a subdivision improvements agreement. If one hundred percent (100%) completion is required, engineering plans must be filed before approval of the final plat. A model subdivision improvements agreement and alternative methods of guaranteeing required improvements, the procedures, and requirements for securing an agreement, and suggested conditions for maintenance are available from the subdivision administrator.
- B. Security Guarantee
  - I. If the subdivider chooses to enter into a subdivision improvements agreement, the subdivider shall submit estimated costs prepared by a professional engineer licensed in the State of Montana for completing the required improvements. The amount of the guarantee shall be one hundred twenty-five percent (125%) of the estimated cost.

II. The subdivider shall provide a monetary security guarantee for one hundred twenty-five percent (125%) of the required improvements. Acceptable forms of guarantees are:

1. Irrevocable Letter of Credit from a financial institution or other reputable institution subject to the approval of the governing body or designee;
2. A Surety Performance Bond to guarantee the funds to complete improvements, subject to any requirements of the bonding company. The bond shall be payable to the governing body and shall remain in effect until the improvements have been completed and accepted by the governing body; or
3. An Escrow Account where the subdivider has deposited cash, or collateral readily convertible to cash at face value either with the governing body or in escrow with a bank. The subdivider shall give the governing body an agreement with the bank guaranteeing the following:
  - aa. That the funds in the escrow account are to be held in trust until released by the governing body and may not be used or pledged by the subdivider as security for any obligation during that period; and
  - bb. That, should the subdivider fail to complete the required improvements, the bank shall immediately make the funds in escrow available to the governing body for completing these improvements.

C. Reduction and Release of Guarantee

I. Upon completion of the required improvements, the subdivider shall submit to the governing body a statement certifying that:

1. All required improvements are complete.
2. All required improvements follow the minimum standards specified by the governing body for their construction if the governing body has standards. If standards do not exist, the governing body may require improvements follow design plans prepared by a professional engineer licensed in the State of Montana.
3. The developer knows of no defects in those improvements
4. That these improvements are free and clear of any encumbrances or liens
5. All applicable fees and surcharges have been paid.

- II. In those cases where some improvement guarantees have been made in Subsection 2(b)(iii)(B) above, the amount of the guarantee may be reduced upon installation and acceptance by the governing body of the required improvements. The amount of reduction shall correspond to ninety percent (90%) of the value of the completed improvements. The reduction cannot include the value of improvements that have not been completed.
- III. Upon completion of all the required improvements and certification of the items in Subsection 2(b)(iii)(C) above, the governing body shall authorize the release of any remaining portion of the improvement guarantee.

**2(b)(iv). Final Plat Approval**

**A. Approval by the Governing Body**

The governing body shall examine every final subdivision plat. If a determination is made under Subsection 2(b)(ii)(B) that the final plat contains the information required under Subsection 2(b)(ii)(A), the governing body shall review and approve or deny the final plat within twenty (20) working days.

The governing body shall approve it if it conforms to the conditions of preliminary plat approval and to the terms of the MSPA and these regulations or deny it pursuant to Subsection (II) below.

- I. If the final plat is approved, the governing body shall certify its approval on the face of the final plat. When applicable, a certificate of the governing body expressly accepting any dedicated land, easements, or improvements will be **fre**recorded with the final plat.
- II. If the final plat is denied, the governing body shall write a letter stating the reason for denial and forward a copy to the subdivider. The governing body will return the final plat to the subdivider within ten (10) working days of the action. The subdivider may then make any necessary corrections and resubmit the final plat for approval.

Time periods for final plat review can be extended by mutual agreement in writing.

**B. Inaccurate Information**

The governing body may withdraw approval of a final plat if it determines that material information by the subdivider is inaccurate.

**2(b)(v). Final Plat Filing**

After it is approved, the final plat may not be altered in any manner except as provided in Section 2(b)(vi) below. The county clerk and recorder may not accept any plat for **recording** that does not bear the governing body's approval in proper form or that has been altered. The clerk and recorder may **record** an approved plat only if it is accompanied by the documents specified in the Montana Uniform Standards for Monumentation (24-183.1101, ARM), and Final

Subdivision Plats (24.183.1107, ARM), contained in Appendix A.

**2(b)(vi). Amending Final Plats**

- A. If the subdivider proposes to change the final plat after final plat approval by the governing body, the subdivider shall submit the proposed changes to the subdivision administrator for review in a pre-application meeting. Subdividers may be required to pay a new application fee. Subdividers will schedule a time to submit the proposed changes to the final plat.
- B. Changes that materially alter any portion of a final plat, its land divisions, or improvements, must be made by providing an amended plat showing all alterations to the subdivision administrator. Any alteration which increases the number of lots, modifies six or more lots, or abandons or alters an easement, public road right-of-way or access, or parkland dedication must be reviewed by the subdivision administrator and approved by the governing body, before the amended plat shall be recorded at the County Clerk & Recorder Office. The following changes, although not an exhaustive list, may be considered material:
  - I. configuration or number of lots;
  - II. road layout;
  - III. configuration of park land or open spaces;
  - IV. easement provisions;
  - V. designated access;
  - VI. changes to the proposed use of the lots; or
  - VII. changes to conditions of approval.
- C. Within five (5) working days of receiving the proposed changes, the subdivision administrator shall determine whether the changes to the preliminary final plat are material pursuant to Subsection (B) above.
- D. If the subdivision administrator determines the changes are material, the subdivision administrator may either require a public hearing with the applicable body for major subdivisions, or a meeting with the governing body for first minor subdivisions, or, if the changes are extensive, the subdivision administrator may require the subdivider to begin the subdivision review process again, starting with the pre-application meeting and payment of a new application fee.
- E. If the subdivision administrator determines the changes are not material, the subdivision administrator may accept the changes, notify the subdivider and the governing body of that decision, and the governing body may approve those

changes in a meeting for which notice has been given of non-material changes to the final plat.

F. A subdivider whose proposed changes to the final plat have been deemed material by the subdivision administrator may appeal the subdivision administrator's decision to the governing body by written notice within ten (10) working days. The subdivider may request a public meeting with the governing body and may submit additional evidence to show that the changes to the final plat are not material.

Section 76-3-611, MCA.

2(b)(vii).

**Recorded Final Plats**

A. If a final plat has been recorded at the County Clerk & Recorder Office, there can be no amendments to the recorded final plat unless necessary to correct an error on the certificate of survey.

B. Any proposed changes to the recorded final plat require the subdivider to submit the new subdivision application to the subdivision administrator for review in a pre-application meeting and pay a new application fee. Subdividers will schedule a time to submit the new subdivision application.

### **3. REVIEW AND APPROVAL PROCEDURES FOR MINOR SUBDIVISIONS**

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#### **3(a). FIRST MINOR SUBDIVISIONS**

If the tract of record proposed to be subdivided has not been subdivided or created by a subdivision or has not resulted from a tract of record that has had more than five parcels created from that tract of record under Section 76-3-201 or 76-3-207, MCA since October 1, 2003, then the proposed subdivision is a first minor subdivision. Section 76-3-609, MCA.

##### **3(a)(i). First Minor Subdivision Review**

The pre-application process and initial review process set forth in Section 2, General Procedures, apply to this section.

##### **3(a)(ii). First Minor Subdivision Application and Preliminary Plat Submittal**

The subdivider shall submit to the subdivision administrator a subdivision application containing the materials identified in Section 2(a)(ii) and in the pre-application meeting.

##### **3(a)(iii). First Minor Subdivision Exceptions**

The following do not apply to first minor subdivisions pursuant to Section 76-3-609(2)(d) and (e), MCA:

- A. preparation of an environmental assessment;
- B. public hearing requirements; and
- C. parkland dedication.

##### **3(a)(iv). First Minor Subdivision Review Process**

- A. Time Period for Approval, Conditional Approval, or Denial,

Within thirty-five (35) working days of receiving a complete and sufficient application, the governing body shall approve, conditionally approve, or deny the proposed subdivision according to Section 3(a)(viii) of these regulations, unless the subdivider and the subdivision administrator agree to an extension or suspension of the review period, not to exceed one year. **Section 76-3-609(2)(a) and (b), MCA.**

- B. Public Agency and Utility Review

Review and comment by public agencies or utilities may not delay the governing body's action on the subdivision application beyond the thirty-five (35) working day review period. The governing body will make these comments available to the subdivider and to the public upon request. If, during the review of the application, the Subdivision Administrator contacts a public utility, agency, or other entity that was not included on the

list provided during the pre-application meeting, the subdivision administrator shall notify the subdivider of the contact and the timeframe for response. **Section 76-3-504(1)(i) and (1)(q)(iii), MCA.**

**C. Allowed Actions and Uses on a Subdivision Lot**

Any action or land use that is not specifically prohibited in the conditions of subdivision approval required by the County Commission are specifically allowed unless otherwise subject to additional restrictions that may be provided in the County's subdivision and applicable zoning regulations. **Section 76-3-501(2), MCA.**

**D. Enforcement and Interpretation of Conditions of Approval**

If the County has historically interpreted and enforced or chosen not to enforce a condition of subdivision approval that has benefited a property owner, the County may not undertake a different interpretation or enforcement action against a similarly situated property owner located within the same subdivision. **Section 76-3-501(3), MCA.**

**E. Specific, Documentable and Defined Purpose or Objective for Conditions of Approval**

If the governing body conditionally approves the proposed subdivision, each condition required for subdivision approval must identify a specific, documentable, and clearly defined purpose or objective related to the primary criteria set forth in the review criteria found in 76-3-608(3) MCA and pursuant to Section 3(a)(vii) that form the basis for the conditions of approval. **76-3-620(2), MCA.**

**F. Covenants and Homeowners Association Documents - Review and Approval**

Unless otherwise provided by law, the governing body may review but does not have approval authority of the governing documents (covenants and homeowners association articles of incorporation) of the subdivision or amendments of these documents unless they directly and materially impact a condition of subdivision approval for the subdivision. **Section 76-3-604(10), MCA.**

**G. Fees and Real Property Dedications for Housing**

The governing body may not require, as a condition for approval of a subdivision, see **Section 76-3-514, MCA:**

- I. the payment of a fee for the purpose of providing housing for specified income levels or at specified sale prices; or
- II. the dedication of real property for the purpose of providing housing for specified income levels or at specified sale prices.

H. Set Aside or Monetary Contribution for Agricultural Soils

The governing body cannot require a set-aside of land or monetary contribution for the loss of agricultural soils under 76-3-608 MCA. **Section 76-3-608(4), MCA.**

**3(a)(v). Amended Applications Prior to Governing Body Decision**

If the subdivider changes the subdivision application or preliminary plat after the subdivision administrator makes a determination of sufficiency pursuant to Section 2(a)(iii) but before the governing body decision for first minor subdivisions, the subdivider shall submit the amended application or preliminary plat to the subdivision administrator for review. Subdividers will schedule a time to submit the amended application or preliminary plat to the subdivision administrator. Subdividers may be required to pay an amendment or new application fee.

- A. If the subdivider changes the subdivision application or preliminary plat before the public hearing for major subdivisions, or before the governing body makes its decision
  - I. Within five (5) working days of receiving the amended application or preliminary plat, the subdivision administrator shall determine whether the changes to the subdivision application or preliminary plat are material, as determined in Subsection (C) below.
  - II. The applicable review period is suspended while the subdivision administrator considers the amended application or preliminary plat.
  - III. If the subdivision administrator determines the changes are not material, the applicable review period resumes when the subdivision administrator mails notice of the decision to the subdivider.
  - IV. If the subdivision administrator determines the changes are material, the subdivision administrator shall either require:
    - 1. the subdivider to schedule a new pre-application meeting and resubmit the application and preliminary plat as a new subdivision application with payment of a new application fee, or
    - 2. proceed with the applicable review period upon certification from the subdivision administrator that the application is sufficient for review.
- B. By making changes to a pending subdivision application or preliminary plat, the subdivider consents to suspension of the review period as provided above in Subsection (A)(II).
- C. The following changes, although not an exhaustive list, may be considered material:
  - I. configuration or number of lots;

- II. road layout;
- III. configuration of park land or open spaces;
- IV. easement provisions;
- V. designated access; or
- VI. changes to the proposed use of the lots.

D. A subdivider whose subdivision application or preliminary plat has been deemed materially changed by the subdivision administrator may appeal the subdivision administrator's decision to the governing body. The subdivider may request a public meeting with the governing body for first minor subdivision, or a public hearing with the governing body for major subdivisions and may submit additional evidence to show that the changes to the preliminary plat are not material.

- I. The applicable review period is suspended until the governing body decision on the appeal is made.
- II. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are material, the governing body shall require the subdivision application and preliminary plat to be resubmitted pursuant to Subsection (A)(IV) above.
- III. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are not material, the applicable review period resumes as of the date of the decision.
- IV. By appealing the decision of the subdivision administrator, the subdivider agrees to suspension of the applicable review period provided in Subsection (D)(I).

**3(a)(vi). Subdivider's Preference for Mitigation**

No later than two (2) working days before the meeting at which the governing body is to consider the subdivision application and preliminary plat, the subdivider is encouraged to submit in writing to the subdivision administrator the subdivider's comments on and responses to the subdivision administrator's recommendations, as well as any proposed mitigation measures not already discussed with the subdivision administrator. The governing body will consult with the subdivider and will give due weight and consideration to the subdivider's expressed preferences regarding mitigation pursuant to Section 76-3-608 (5)(b), MCA, and the mitigation approved by the governing body shall be consistent with the written findings of fact required under 76-3-620, MCA.

**3(a)(vii). First Minor Planning Board Recommendation and Governing Body Decision and Documentation**

**A. Prerequisites to Approval**

The planning board consideration of the subdivision is the same process as followed by the governing body. The planning board makes a recommendation to the governing body and the governing body, after doing its own analysis, makes the final decision.

The planning board may not recommend, and the governing body may not approve or conditionally approve a subdivision application and preliminary plat unless the proposed subdivision, pursuant to Section 76-3-608(3)(b), MCA:

- II. provides easements for the location and installation of any planned utilities, both on and off site;
- III. provides legal and physical access to each parcel within the subdivision and the notation of that access on the applicable plat and any instrument transferring the parcel;
- IV. assures that all required public or private improvements will be installed before final plat approval, or that their installation after final plat approval will be guaranteed as provided by Section 2(b)(iv) of these regulations;
- V. assures that the requirements of Section 76-3-504 (1)(j), MCA, regarding the disclosure and disposition of water rights as set forth in Section 5(o), of these regulations, have been considered and will be accomplished before the final plat is submitted; and
- VI. assures that the requirements of Section 76-3-504 (1)(k) regarding watercourse and irrigation easements as set forth in Section 5(n) have been considered and will be accomplished before the final plat is submitted.
- VI. For a proposed subdivision that will create one or more parcels containing less than twenty (20) acres, the subdivider shall obtain approval by the DEQ as a condition of approval of the final plat. This approval applies to the development of lots at the time of the approval and is no guarantee that a source of water or a location for a septic system or drain fields will be available when the lots are developed.
- VII. For a proposed subdivision that will create one or more parcels containing twenty (20) acres or more, the subdivider shall demonstrate in the preliminary plat application that there is an adequate water source and at least one area for a septic system and a replacement drain field for each lot. This information shall be submitted to the local reviewing authority to complete the sanitation review of parcels that do not fall under the review authority of DEQ. Section 76-3-622, MCA.

## B. Consideration – Standards

In approving, conditionally approving, or denying a minor subdivision application, the governing body shall consider Subsection (A) above and whether the proposed subdivision complies with:

- I. these regulations, including but not limited to, the standards set forth in Section 5;
- II. applicable zoning regulations;
- III. other applicable regulations, such as, but not limited to Airport Affect Area Regulations, Military Impact Zone Regulations, Lake and Lakeshore Regulations and Floodplain Regulations;
- IV. the MSPA, including but not limited to the following impacts:
  1. impact on agriculture; excluding a consideration of the loss of agricultural soils;
  2. impact on agricultural water user facilities;
  3. impact on local services;
  4. impact on the natural environment;
  5. impact on wildlife;
  6. wildlife habitat; and
  7. impact on public health and safety.
  8. Proposed mitigation for the identified impacts.

Refer to the “Definitions” section at the beginning of these regulations for definitions for each of the criteria listed above 1 through 8.

## C. Consideration – Evidence

As the basis for its decision to approve, conditionally approve, or deny a proposed minor subdivision the governing body may consider and weigh the following, without limitation, as applicable, Section 76-3-608(1), MCA:

- I. the subdivision application and preliminary plat;
- II. the summary of probable impacts and proposed mitigation;
- III. an officially adopted growth policy;

- IV. the subdivision administrator's staff report and recommendations;
- V. relevant agency and public comments; and
- VI. any additional information authorized by law.

D. Water and Sanitation-Special Rules

- I. For a proposed subdivision that will create one (1) or more parcels containing less than twenty (20) acres, the subdivider shall obtain approval by the DEQ as a condition of approval of the final plat. This approval applies to the development of lots at the time of the approval and is no guarantee that a source of water or a location for a septic system or drain fields will be available when the lots are developed.
- II. For a proposed subdivision that will create one or more parcels containing twenty (20) acres or more, the subdivider shall demonstrate in the preliminary plat application that there is an adequate water source and at least one area for a septic system and a replacement drain field for each lot. This information shall be submitted to the local reviewing authority to complete the sanitation review of parcels that do not fall under the review authority of DEQ.
- III. The governing body shall collect public comment on water and sanitation information and shall make any comments submitted, or a summary of the comments submitted, available to the subdivider within thirty (30) days after conditional approval or approval of the subdivision application and preliminary plat.
- IV. The subdivider shall, as part of the subdivider's application for sanitation approval, forward the comments or the summary provided by the governing body to the:
  - 1. reviewing authority provided in, Title 76, chapter 4, MCA for subdivisions that will create one or more parcels containing less than twenty (20) acres; or
  - 2. the local reviewing authority for proposed subdivisions that will create one or more parcels containing twenty (20) acres or more and less than one hundred sixty (160) acres.

E. Written Recommendation of the Planning Board

Within ten (10) working days after the public meeting, the planning board shall submit the following, in writing, to the subdivider and the governing body:

- I. recommended findings of fact based upon 76-3-620, MCA, and the evidence in Subsection (C) above that discuss and consider the subdivision's

compliance with and impact on the items listed in subsection (B) of these regulations;

- II. a recommendation for approval, conditional approval (including any recommended conditions and/or mitigation measures), or denial of the subdivision application and preliminary plat, Section 76-3-608(1), MCA; and
- III. a recommendation for approval or denial of any requested variances (See Section I-J). [Section 76-3-506, MCA].
- IV. The planning board or subdivision administrator shall collect public comment regarding the water and sanitation information required by the MSPA and these regulations. The water and sanitation information required to be submitted is detailed in 76-3-622, MCA. The planning board shall forward all comments regarding water and sanitation to the governing body. Section 76-3-604(7)(a), MCA.

F. Documentation of Governing Body Decision

- I. As the basis for its decision to approve, conditionally approve, or deny the proposed subdivision the governing body shall issue written findings of fact based upon 76-3-620, MCA that discuss and weigh the proposed subdivision's compliance with the above subsections. Findings of fact by the governing body concerning whether the development of the proposed subdivision meets the requirements of this regulations must be based on the entire record. The governing body's findings of fact must be sustained unless they are arbitrary, capricious, or unlawful. **Section 76-3-608(10), MCA.**
- II. The governing body shall collect public comment on water and sanitation information and shall make any comments submitted, or a summary of the comments submitted, available to the subdivider within thirty (30) days after conditional approval or approval of the subdivision application and preliminary plat. Section 76-3-604(7)(a), MCA.

Pursuant to Section 76-3-604(7)(b), MCA, the subdivider shall, as part of the subdivider's application for sanitation approval, forward the comments or the summary provided by the governing body to the:

1. reviewing authority provided in, Title 76, chapter 4, MCA for subdivisions that will create one or more parcels containing less than 20 acres; or
2. the local reviewing authority for proposed subdivisions that will create one or more parcels containing 20 acres or more and less than 160 acres.

III. When the governing body approves, denies, or conditionally approves the proposed subdivision, it shall within thirty (30) working days following the oral decision send the subdivider a letter, with the appropriate signature, and make the letter available to the public. Section 76-3-620, MCA. The letter shall:

1. contain information regarding the appeal process for the denial or imposition of conditions;
2. identify the regulations and statutes that are used in reaching the decision to approve, deny, or impose conditions and explain how they apply to the basis of the decision;
3. provide the facts and conclusions that the governing body relied upon in making the decision and reference documents, testimony, or other materials that form the basis of the decision;
4. identifies the conditions that apply to the preliminary plat approval and that must be satisfied before the final plat may be approved; and
5. each condition required for subdivision approval must identify a specific, documentable, and clearly defined purpose or objective related to the primary criteria set forth in the review criteria found in 76-3-608(3) MCA; and
6. set forth the time limit for approval, pursuant to Subsection (F) below.

G. Subdivision Application and Preliminary Plat Approval Period

I. Upon approval or conditional approval of the preliminary plat, the governing body shall provide the subdivider with a dated and signed statement of approval. The approval shall be in force for no more than three (3) calendar years. **Section 76-3-610, MCA.**

1. At least thirty (30) days prior to the expiration of the preliminary plat approval, the governing body may, at the request of the subdivider, extend the approval for a mutually agreed-upon period of time. Any mutual agreed-upon extension must be in writing and dated and signed by the members of the governing body and the subdivider or the subdivider's agent. The governing body may issue more than one extension.
2. The governing body may extend the approval for more than one (1) year if that approval period is included as a specific condition of a written subdivision improvements agreement between the governing body and the subdivider, provided for in Section 2(b)(iv).

- II. After the application and preliminary plat are approved, the governing body may not impose any additional conditions as a prerequisite to final plat approval unless the preliminary plat approval expires. **Section 76-3-610(2), MCA.**
- III. The governing body may withdraw approval or conditional approval of an application and preliminary plat if it determines that information provided by the subdivider, and upon which the approval or conditional approval was based, is inaccurate.

**3(a)(viii). First Minor Subdivision Final Plat**

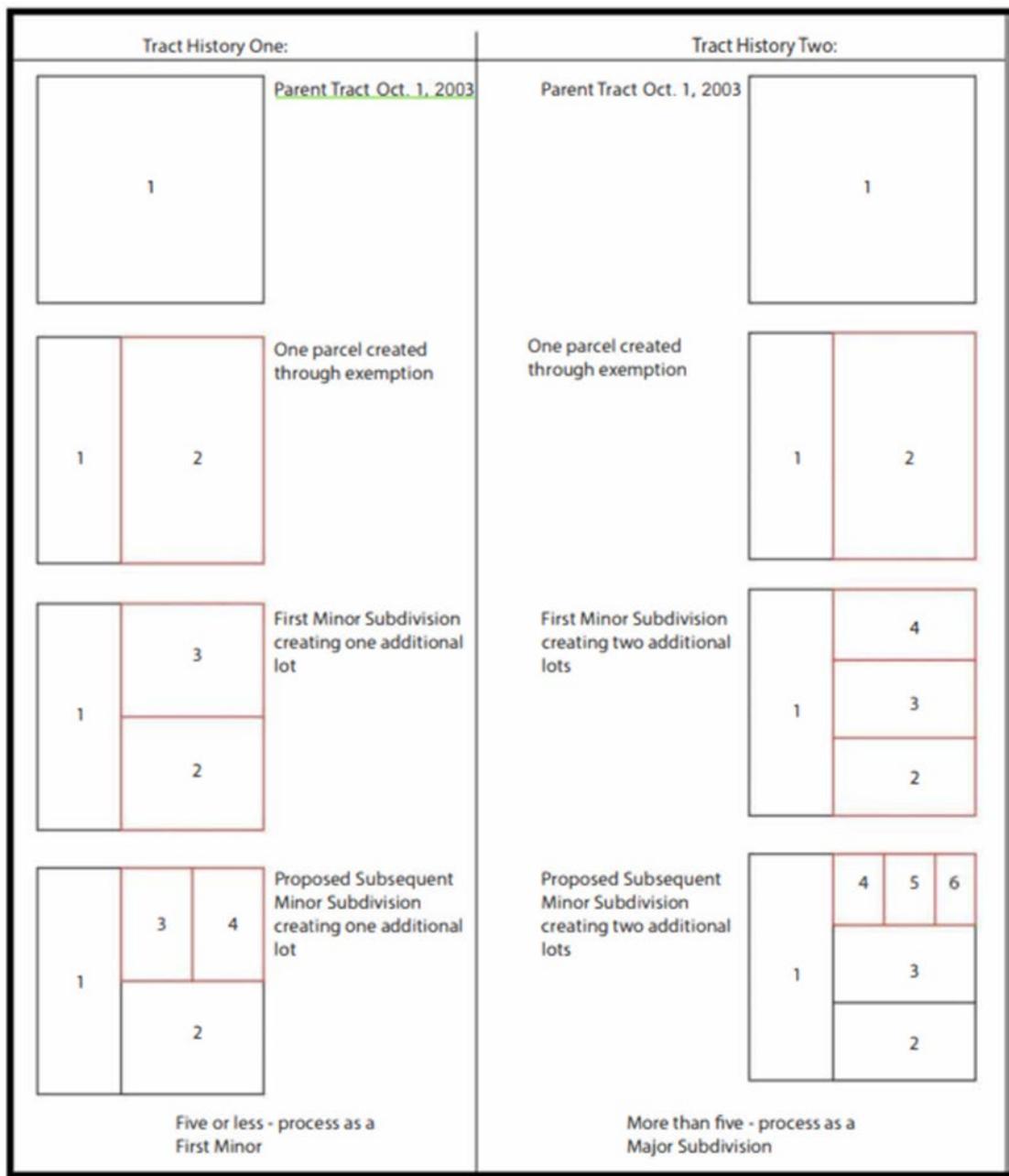
The final plat must include the contents and be submitted and reviewed in accordance with the appropriate requirements contained in Section 2(b), Final Plats.

**3(b). SUBSEQUENT MINOR SUBDIVISIONS**

In accordance with Section 76-3-609 (4) MCA, the governing body may adopt subdivision regulations that establish requirements for review of subsequent minor subdivisions that meet or exceed the requirements that apply to the first minor subdivision. These regulations require subsequent minor subdivisions to be processed according to Section 3(a)(i) through 3(a)(viii), only if the preliminary plat application meets the following criteria:

- A. It is the second, or subsequent, minor subdivision on a tract of record as it existed on October 1, 2003; and
- B. It would not result in a total of more than five (5) parcels created from subdivision and any combination of exemption under Section 76-3-201 or 76-3-207, MCA, on a tract of record since October 1, 2003.

If a proposed subdivision is not a first minor subdivision and does not meet all the criteria listed above, it is not a subsequent minor subdivision and shall be processed according to Section 4, Review and Approval Procedures for Major Subdivisions.



**Figure 1 – How to count tract history to determine how to process subsequent minor subdivisions.**

### **3(c). ADMINISTRATIVE MINOR SUBDIVISIONS**

#### **3(c)(i). Criteria to Be Met**

First and subsequent minor subdivisions must be reviewed using the administrative process provided for in 3(c)(ii) if the proposed subdivision:

- A. is located in an area that is subject to and complies with zoning regulations adopted pursuant to Title 76, chapter 2, part 2 or 3, that, at a minimum, address development intensity through densities, bulk and dimensional requirements, and use standards;
- B. has a will-serve letter from a municipal water and sewer service or by a county water and/or sewer district created under 7-13-2203, MCA that supplies both water and sewer services;
- C. has existing legal and physical access to each lot; and
- D. does not require a variance to any of the contents of the subdivision regulations required in 76-3-504(1)(g), MCA.

#### **3(c)(ii). Exemptions for Administrative Minor Subdivision**

An administrative minor subdivision meeting the requirements of 3(c)(i) is exempt from:

- A. submitting the summary of probable impacts based on criteria described in 76-3-608(3) and the environmental assessment required in 76-3-603, MCA;
- B. the review criteria described in 76-3-608(3)(a), MCA; and
- C. the requirements of 76-3-209(2) through (5), MCA.

#### **3(c)(iii). Subdivision Administrator Review**

For administrative minor subdivisions, the subdivision administrator appointed by the governing body shall:

- A. assume all decision-making authority of the governing body provided in 76-3-608, MCA;
- B. approve, conditionally approve, or deny an administrative minor subdivision and issue a written statement pursuant to 76-3-620, MCA within thirty (30) working days of a determination by the reviewing agent or agency that the application contains required elements and sufficient information for review as provided in 76-3-604(1) through (3), MCA; and
- C. immediately on a determination that the application meets the requirements of 76-3-604(1) through (3), MCA, notify by first-class mail of the pending application:

- I. each property owner of record whose property is immediately adjoining the land included in the preliminary plat; and
- II. each purchaser under contract for deed of property immediately adjoining the land included in the preliminary plat.

**3(c)(iv). Objections to Subdivision Administrator Review**

If a party identified in 76-3-625(3), MCA objects to a subdivision administrator's decision to approve, conditionally approve, or deny an administrative minor subdivision, the party may request in writing that the subdivision administrator forward the application on to the governing body. The governing body shall sustain the subdivision administrator's decision based on the record as a whole unless the decision was arbitrary, capricious, or unlawful. The governing body has 15 working days from the receipt of the request to review a decision to approve, conditionally approve, or deny the administrative minor subdivision and make a final determination.

**3(c)(v). Other Requirements**

All the requirements of Title 76, chapter 3, except those exempted in 3(c)(ii) and 3(c)(iii), apply to an administrative minor subdivision.

## **4. REVIEW AND APPROVAL PROCEDURES FOR MAJOR SUBDIVISIONS**

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### **4(a). REVIEW AND APPROVAL PROCEDURES FOR MAJOR SUBDIVISIONS**

The pre-application process and initial review process set forth in Section 2, General Procedures, apply to this section.

#### **A. Public Agency and Utility Review**

Review and comment by public agencies or utilities may not delay the governing body's action on the subdivision application beyond the 60 or 80-working day review period. The governing body will make these comments available to the subdivider and to the public upon request. If, during the review of the application, the Subdivision Administrator contacts a public utility, agency, or other entity that was not included on the list provided during the pre-application meeting, the subdivision administrator shall notify the subdivider of the contact and the timeframe for response. Section 76-3-504(1)(i) and (1)(q)(iii), MCA.

#### **B. Allowed Actions and Uses on a Subdivision Lot**

Any action or land use that is not specifically prohibited in the conditions of subdivision approval required by the County Commission are specifically allowed unless otherwise subject to additional restrictions that may be provided in the County's subdivision and applicable zoning regulations. Section 76-3-501(2), MCA.

#### **C. Enforcement and Interpretation of Conditions of Approval**

If the County has historically interpreted and enforced or chosen not to enforce a condition of subdivision approval that has benefited a property owner, the County may not undertake a different interpretation or enforcement action against a similarly situated property owner located within the same subdivision. Section 76-3-501(3), MCA.

#### **D. Specific, Documentable and Defined Purpose or Objective for Conditions of Approval**

If the governing body conditionally approves the proposed subdivision, each condition required for subdivision approval must identify a specific, documentable, and clearly defined purpose or objective related to the primary criteria set forth in the review criteria found in 76-3-608(3) MCA and pursuant to Section 4(a)(vi) that form the basis for the conditions. Section 76-3-620(2), MCA.

#### **E. Covenants and Homeowners Association Documents Review and Approval**

Unless otherwise provided by law, the governing body may review but does not have approval authority of the governing documents (covenants and homeowners association

articles of incorporation) of the subdivision or amendments of these documents unless they directly and materially impact a condition of subdivision approval for the subdivision. **Section 76-3-604(10), MCA.**

**F. Fees and Real Property Dedications for Housing**

The governing body may not require any of the following as conditions of approval to address housing issues:

- I. the payment of a fee for the purpose of providing housing for specified income levels or at specified sale prices; or
- II. the dedication of real property for the purpose of providing housing for specified income levels or at specified sale prices.

**Section 76-3-514, MCA.**

**G. Set Aside or Monetary Contribution for Agricultural Soils**

A governing body cannot require a set-aside of land or monetary contribution for the loss of agricultural soils. **Section 76-3-608(4), MCA.**

**4(a)(i). Subdivision Application and Preliminary Plat Submittal**

The subdivider shall submit to the governing body or to the agent or agency authorized by the governing body a subdivision application containing the materials identified in Section 2(a)(ii) and in the pre-application meeting. **Section 76-3-601(1), MCA.**

**4(a)(ii). Phased Subdivision and Preliminary Plat Submittals**

A subdivider applying for phased development review shall submit with the phased development application an overall phased development preliminary plat on which independent platted development phases must be presented. The phased development application must contain the information required pursuant to Section 1 through Section 4 of these regulations for all phases of a development and a schedule for when the subdivider plans to submit for review each phase of the development.

The subdivider may change the schedule for review of each phase of the development upon approval of the governing body after a public hearing as provided below in Subsection (c) if the change does not negate conditions of approval or otherwise adversely affect public health, safety, and welfare.

- A. Except as otherwise provided by this Section, the phased development application must be reviewed in conformity with Sections 1 through Section 4 of these regulations. In addition, each phase of the phased development must be reviewed as provided below in Subsection (C).

- B. The governing body may approve phased developments that extend beyond the time limits set forth in these regulations in Subsection 4(a)(ii)(C)(2) but all phases of the phased development must be submitted for review and approved, conditionally approved, or denied within twenty (20) years of the date the overall phased development preliminary plat is approved by the governing body.
- C. Prior to the commencement of each phase, the subdivider shall provide written notice to the governing body. The governing body shall hold a public hearing pursuant to Section 1(f) of these regulations within thirty (30) working days after receipt of the written notice from the subdivider.
- D. At the public hearing, the governing body shall determine whether any changed primary criteria, changed circumstances, or new information exist that create new potentially significant adverse impacts for the phase or phases or justify amending any conditions of approval. The governing body may amend or impose additional conditions of approval only if it determines, based on a review of the primary criteria, that the existing conditions of approval are inadequate to mitigate the potential significant adverse impacts during the original review based on changed circumstances.
- E. Notwithstanding the provisions of Section 2(a), the governing body shall issue supplemental written findings of fact within twenty (20) working days of the hearing and may impose necessary, additional conditions to minimize potentially significant adverse impacts identified in the review of each phase of the development for changed primary criteria impacts or new information.
- F. Any additional conditions must be met before final plat approval for each phase and the approval in accordance with Section 2(b) is in force for not more than three (3) calendar years or less than one (1) calendar year within the maximum time frame provided above in Subsection (B).
- G. The governing body may impose a reasonable periodic fee for the review under Subsection (C), above, of the phases in the phased development.
- H. Modifications to an approved phasing development plan prior to final plat approval shall be reviewed according to the procedures in Section 2(a)(v).

**Section 76-3-617, MCA.**

**4(a)(iii). Time Period for Approval, Conditional Approval, or Denial**

**A. Governing Body Review**

Within sixty (60) working days, or eighty (80) working days for proposals containing fifty (50) or more lots, the governing body shall approve, conditionally approve, or deny the proposed subdivision according to Section 4(a)(viii) of these regulations, unless the subdivider and the subdivision administrator agree to an extension or suspension of the review period, or a subsequent public hearing is held pursuant to Section 4(a)(vii) of these

regulations. The review period of sixty (60) or eighty (80) working days begins the day after the subdivision administrator notifies the subdivider or the subdivider's agent in writing that the subdivision application is sufficient for review.

## B. Public Agency and Utility Review

Review and comment by public agencies or utilities may not delay the governing body's action on the subdivision application beyond the sixty (60) or eighty (80) working day review period. The governing body will make these comments available to the subdivider and to the public upon request. If, during the review of the application, the subdivision administrator or the planning board contacts a public utility, agency, or other entity that was not included on the list provided during the pre-application meeting, the subdivision administrator shall notify the subdivider of the contact and the timeframe for response.

### **4(a)(iv). Amended Applications Prior to Public Hearing**

If the subdivider changes the subdivision application or preliminary plat after the subdivision administrator makes a determination of sufficiency pursuant to Section 2(a)(iii) but before the planning board hearing, the subdivider shall submit the amended application to the subdivision administrator for review according to the procedures in **Section 2(a)(iv), Amended Applications** and summarized below. Subdividers will schedule a time to submit the amended application or preliminary plat to the subdivision administrator. Subdividers may be required to pay an amendment or new application fee. The applicable review period is suspended while the subdivision administrator considers the amended application or preliminary plat.

A. Within five (5) working days of receiving the amended application or preliminary plat, the subdivision administrator shall determine whether the changes to the subdivision application or preliminary plat are material (changes to the configuration or number of lots; road layout; configuration of park land or open spaces; easement provisions; designated access; changes to the proposed use of the lots; or other change deemed material by the subdivision administrator).

If the subdivision administrator determines the changes are material the subdivision administrator shall either require the subdivider to schedule a new pre-application meeting and resubmit the application and preliminary plat as a new subdivision application and require payment of an amended application fee, or proceed with the applicable review period upon certification from the subdivision administrator that the application is sufficient for review.

B. If the subdivision administrator determines the changes are not material, the applicable review period resumes when the subdivision administrator mails notice of the decision to the subdivider.

C. A subdivider whose subdivision application or preliminary plat has been deemed materially changed by the subdivision administrator may appeal the subdivision administrator's decision to the governing body. The subdivider may request a public hearing with the governing body for major subdivisions and may submit additional

evidence to show that the changes to the preliminary plat are not material. The applicable review period is suspended until the governing body's decision on the appeal is made.

D. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are material, the governing body shall require the subdivision application and preliminary plat to be resubmitted pursuant to Subsection (A) above.

E. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are not material, the applicable review period resumes as of the date of the decision.

F. By appealing the decision of the subdivision administrator, the subdivider agrees to suspension of the applicable review period provided in Subsection (C) above.

#### **4(a)(v). Planning Board Hearing and Governing Body Consideration and Decision**

The planning board consideration of the subdivision is the same process as followed by the governing body. The planning board makes a recommendation to the governing body and the governing body, after doing its own analysis, makes the final decision.

##### **A. Public Hearing**

After the subdivision application is deemed to have all the required elements and contain detailed, supporting information that is sufficient to allow for review, and the subdivision administrator has prepared a staff report, the planning board shall schedule and hold a public hearing on the subdivision application. If the governing body holds the public hearing, a regular planning board meeting with public comment on the subdivision application would be held.

##### **B. Prerequisites for Approval**

The planning board may not recommend, and the governing body may not approve or conditionally approve a subdivision application and preliminary plat unless the proposed subdivision, pursuant to Section 76-3-608(3)(b), MCA:

- I. provides easements for the location and installation of any planned utilities, both on and off site;
- II. provides legal and physical access to each parcel within the subdivision and the notation of that access on the applicable plat and any instrument transferring the parcel;
- III. assures that all required public or private improvements will be installed before final plat approval, or that their installation after final plat approval will be guaranteed as provided by Section 2(b)(iv) of these regulations;

- IV. assures that the requirements of Section 76-3-504 (1)(j), MCA, regarding the disclosure and disposition of water rights as set forth in Section 5(o), of these regulations, have been considered and will be accomplished before the final plat is submitted; and
- V. assures that the requirements of Section 76-3-504 (1)(k) regarding watercourse and irrigation easements as set forth in Section 5(n) have been considered and will be accomplished before the final plat is submitted.
- VI. For a proposed subdivision that will create one or more parcels containing less than twenty (20) acres, the subdivider shall obtain approval by the DEQ as a condition of approval of the final plat. This approval applies to the development of lots at the time of the approval and is no guarantee that a source of water or a location for a septic system or drain fields will be available when the lots are developed.
- VII. For a proposed subdivision that will create one or more parcels containing twenty (20) acres or more, the subdivider shall demonstrate in the preliminary plat application that there is an adequate water source and at least one area for a septic system and a replacement drain field for each lot. This information shall be submitted to the local reviewing authority to complete the sanitation review of parcels that do not fall under the review authority of DEQ. Section 76-3-622, MCA.
- VIII. Provides for the appropriate park dedication or cash-in-lieu.

#### C. Consideration-Standards

In recommending approval, conditional approval or denial of the subdivision application and preliminary plat, the planning board shall base its recommendation on compliance of the subdivision application with the following:

- I. these regulations, including but not limited to the standards set forth in Section 5;
- II. applicable zoning regulations;
- III. the MSPA, including but not limited to **Section 76-3-608(3)(a), MCA:**
  - 1. impact on agriculture, excluding a consideration of the loss of agricultural soils;
  - 2. impact on agricultural water user facilities;
  - 3. impact on local services;
  - 4. impact on the natural environment;

5. impact on wildlife;
6. wildlife habitat;
7. impact on public health and safety; and
8. proposed mitigation for the identified impacts.

IV. other applicable regulations, such as, but not limited to Airport Affect Area Regulations, Military Impact Zone Regulations, Lake and Lakeshore Regulations and Floodplain Regulations.

D. Consideration-Evidence

In recommending approval, conditional approval or denial of the subdivision application and preliminary plat, the planning board may consider, without limitation, the following (as applicable), [see 76-3-608\(1\), MCA](#):

- I. the subdivision application and preliminary plat;
- II. the environmental assessment, [see 76-3-603, MCA](#);
- III. the summary of probable impacts and proposed mitigation;
- IV. an officially adopted growth policy;
- V. information provided at public hearing(s);
- VI. subdivision administrator's staff report and recommendation; and
- VII. any additional information authorized by law.

E. Water and Sanitation Information

The planning board or subdivision administrator shall collect public comment regarding the water and sanitation information required by the MSPA and these regulations. The water and sanitation information required to be submitted is detailed in 76-3-622, MCA. The planning board shall forward all comments regarding water and sanitation to the governing body. Section 76-3-604(7)(a), MCA.

F. Written Recommendation of the Planning Board

Within ten (10) working days after the public hearing, the subdivision administrator shall submit the following, in writing, to the subdivider and the governing body:

- I. recommended findings of fact based on the evidence in Subsection (B) above that discuss and consider the subdivision's compliance with and impact on the items listed in Subsection (C) above of these regulations;

- II. recommendation for approval, conditional approval (including any recommended conditions and/or mitigation measures), or denial of the subdivision application and preliminary plat, Section 76-3-608(1), MCA; and
- III. a recommendation for approval or denial of any requested variances. See Section 1(j) and Section 76-3-506, MCA.
- IV. The planning board or subdivision administrator shall collect public comment regarding the water and sanitation information required by the MSPA and these regulations. The water and sanitation information required to be submitted is detailed in 76-3-622, MCA. The planning board shall forward all comments regarding water and sanitation to the governing body. Section 76-3-604(7)(a), MCA.

G. Documentation of Governing Body Decision

- I. As the basis for its decision to approve, conditionally approve, or deny the proposed subdivision pursuant to Section 76-3-608(1), MCA, the governing body shall issue written findings of fact based upon 76-3-620, MCA, that discuss and weigh the proposed subdivision's compliance with the above subsections as well as the planning board's recommendation. Findings of fact by the governing body concerning whether the development of the proposed subdivision meets the requirements of these regulations must be based on the entire record. The governing body's findings of fact must be sustained unless they are arbitrary, capricious, or unlawful. Section 76-3-608(10), MCA.
- II. The governing body shall collect public comment on water and sanitation information and shall make any comments submitted, or a summary of the comments submitted, available to the subdivider within thirty (30) days after conditional approval or approval of the subdivision application and preliminary plat. Section 76-3-604(7)(a), MCA.

The subdivider shall, as part of the subdivider's application for sanitation approval, forward the comments or the summary provided by the governing body to the:

1. reviewing authority provided in, Title 76, chapter 4, MCA for subdivisions that will create one or more parcels containing less than (twenty) 20 acres; or
2. the local reviewing authority for proposed subdivisions that will create one or more parcels containing (twenty) 20 acres or more and less than one hundred sixty (160) acres. Section 73-3-604(7)(b), MCA.

III. When the governing body approves, denies, or conditionally approves the proposed subdivision, it shall within thirty (30) working days following the oral decision send the subdivider a letter, with the appropriate signature, and make the letter available to the public. Section 76-3-620, MCA. The letter shall:

1. identify the regulations and statutes that are used in reaching the decision to approve, deny, or impose conditions and explain how they apply to the basis of the decision;
2. contain information regarding the appeal process for the denial or imposition of conditions;
3. provide the facts and conclusions that the governing body relied upon in making the decision and reference documents, testimony, or other materials that form the basis of the decision;
4. identifies the conditions that apply to the preliminary plat approval and that must be satisfied before the final plat may be approved;
5. each condition required for subdivision approval must identify a specific, documentable, and clearly defined purpose or objective related to the primary criteria set forth in the review criteria found in 76-3-608(3) MCA; and
6. set forth the time limit for approval, pursuant to Subsection (H) below.

Notwithstanding the foregoing, the governing body may not consider any information regarding the subdivision application that is presented after the final public hearing (which may include a subsequent hearing if any) when making its decision to approve, conditionally approve, or deny the proposed subdivision.

#### H. Subdivision Application and Preliminary Plat Approval Period

I. Upon approval or conditional approval of the preliminary plat, the governing body shall provide the subdivider with a dated and signed statement of approval. The approval shall be in force for no more than three (3) calendar years. Section 76-3-610, MCA.

1. At least thirty (30) days prior to the expiration of the preliminary plat approval, the governing body may, at the request of the subdivider, extend the approval for a mutually agreed-upon period of time. Any mutual agreed-upon extension must be in writing and dated and signed by the members of the governing body and the subdivider or the subdivider's agent. The governing body may issue more than one extension.

2. The governing body may extend the approval for more than one (1) year if that approval period is included as a specific condition of a written subdivision improvements agreement between the governing body and the subdivider, provided for in Section 2(b)(iv).
- II. After the application and preliminary plat are approved, the governing body may not impose any additional conditions as a prerequisite to final plat approval unless the preliminary plat approval expires. Section 76-3-610(2), MCA.
- III. The governing body may withdraw approval or conditional approval of an application and preliminary plat if it determines that information provided by the subdivider, and upon which the approval or conditional approval was based, is inaccurate.

#### **4(a)(vi). Subdivider's Preference for Mitigation**

No later than two (2) working days before the meeting or hearing at which the governing body is to consider the subdivision application and preliminary plat, the subdivider is encouraged to submit in writing to the subdivision administrator the subdivider's comments on and responses to the planning board's recommendations as well as any proposed mitigation measures not already discussed with the planning board. The governing body will consult with the subdivider and will give due weight and consideration to the subdivider's expressed preference regarding mitigation. Section 76-3-608 (5)(b), MCA. The mitigation approved by the governing body shall be consistent with the written findings of fact required under 76-3-620, MCA.

#### **4(a)(vii). Amended Applications Following the Public Hearing**

If the subdivider changes the subdivision application or preliminary plat following the public hearing, the subdivider shall submit the amended application or preliminary plat to the subdivision administrator for review pursuant to this section. Subdividers will schedule a time to submit the amended application or preliminary plat to the subdivision administrator. Subdividers may be required to pay an amendment or new application fee. The applicable review period is suspended while the subdivision administrator considers the amended application or preliminary plat.

A. Within five (5) working days of receiving the amended application or preliminary plat, the subdivision administrator shall determine whether the changes to the subdivision application or preliminary plat are material (changes to the configuration or number of lots; road layout; configuration of park land or open spaces; easement provisions; designated access; changes to the proposed use of the lots; or other change deemed material by the subdivision administrator).

If the subdivision administrator determines the changes are material the subdivision administrator shall either require the subdivider to schedule a new pre-application meeting and resubmit the application and preliminary plat as a new subdivision application and require payment of an amended application fee, or proceed with the applicable review period upon certification from the subdivision administrator that the application is sufficient for review.

B. If the subdivision administrator determines the changes are not material, the applicable review period resumes when the subdivision administrator mails notice of the decision to the subdivider.

C. A subdivider whose subdivision application or preliminary plat has been deemed materially changed by the subdivision administrator may appeal the subdivision administrator's decision to the governing body. The subdivider may request a public hearing with the governing body for major subdivisions and may submit additional evidence to show that the changes to the preliminary plat are not material. The applicable review period is suspended until the governing body's decision on the appeal is made.

D. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are material, the governing body shall require the subdivision application and preliminary plat to be resubmitted pursuant to Subsection (A) above.

E. If the governing body concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are not material, the applicable review period resumes as of the date of the decision.

F. By appealing the decision of the subdivision administrator, the subdivider agrees to suspension of the applicable review period provided in Subsection (C) above.

#### **4(a)(viii). Governing Body Meeting – Consideration of New Information**

If an amended application was not submitted to the subdivision administrator following the public hearing, but new and additional information is presented to the governing body following the planning boards' public hearing regarding the proposed major subdivision, the governing body shall determine if the new information constitutes the need for a subsequent public hearing. New information is considered to be information or analysis of information not considered by the planning board at the public hearing.

A. The governing body shall determine whether public comments or documents presented for consideration following the public hearing or at the governing body's public meeting constitute either:

- I. information or analysis of information that was presented at the planning board hearing on the subdivision application that the public has had a reasonable opportunity to examine and on which the public has had a reasonable opportunity to comment, in which case the governing body shall proceed to its decision whether to approve, conditionally approve, or deny the proposed subdivision; or
- II. new information or analysis of information that has never been submitted as evidence or considered by the planning board at a hearing on the subdivision application, in which case the governing body shall proceed as set forth below.

B. If the governing body determines that public comments or documents presented at the meeting constitute new information or an analysis of information regarding the subdivision application that has never been submitted as evidence or considered by the planning board at the public hearing on the subdivision application, the governing body shall determine whether the public comments or documents are relevant and credible with regard to the governing body's decision.

C. If the governing body determines that the information presented constitutes the information described in subsection A above, the governing body may:

- I. approve, conditionally approve, or deny the proposed subdivision without basing its decision on the new information if the governing body determines that the new information is either irrelevant or not credible or the change to the design of the subdivision does not substantially impact the analysis of potentially significant adverse impacts; or
- II. schedule or direct its agent or agency to schedule a subsequent public hearing pursuant to Section 4(a)(ix) for consideration of only the new information including a substantial change to the design of the subdivision for purposes or considering its findings of fact and conclusions and any proposed conditions of approval in light of the new information that the governing body will rely on in making its decision on the proposed subdivision.

D. New information or analysis of information is considered to be credible if it is based on one or more of the following:

- I. physical facts or evidence;
- II. supported personal observations;
- III. evidence provided by a person with professional competency in the subject matter; or
- IV. scientific data supported by documentation.

#### **4(a)(ix). Subsequent Public Hearing**

A. If directed by the governing body pursuant to Section 4(a)(viii), the planning board shall hold a subsequent public hearing for consideration of new information.

At the subsequent public hearing, the planning board shall consider only the new information or analysis of information that may have an impact on the findings and conclusions that the governing body will rely upon in making its decision on the proposed subdivision.

B. If a subsequent public hearing is held pursuant to Section 4(a)(viii), it must be held within forty-five (45) days of the governing body's determination to schedule a subsequent hearing.

Notice of the time, date and location of the subsequent hearing shall be posted according to Subsection 1(f)(ii) of these regulations.

C. If a subsequent public hearing is held, the applicable review period is suspended as of the date of the governing body's decision to schedule a subsequent hearing. The applicable review period resumes on the date of the subsequent public hearing.

Section 76-3-615 (4), MCA.

#### **4(b). MAJOR FINAL PLATS**

The final plat must have the contents and be submitted and reviewed in accordance with the appropriate requirements contained in Section 2(b), Final Plats.

##### **4(b)(i). Amending Major Final Plats**

A. If the subdivider proposes to change the final plat after final plat approval, the subdivider shall submit the proposed changes to the subdivision administrator for review in a pre-application meeting and pay a new application fee.

B. Changes that materially alter any portion of a filed plat, its land divisions, or improvements, must be made by filing an amended plat showing all alterations. Any alteration which increases the number of lots, modifies six or more lots, or abandons or alters an easement, public road right-of-way or access, or parkland dedication must be reviewed by the subdivision administrator and approved by the governing body, and the amended plat shall be filed at the County Clerk & Recorder Office. The following changes, although not an exhaustive list, may be considered material:

- I. configuration or number of lots;
- II. road layout;
- III. configuration of park land or open spaces;
- IV. easement provisions;
- V. designated access;
- VI. changes to the proposed use of the lots; or
- VII. changes to conditions of approval.

- C. Within five (5) working days of receiving the proposed changes, the subdivision administrator shall determine whether the changes to the preliminary plat are material pursuant to Subsection (B) above.
- D. If the subdivision administrator determines the changes are material, the subdivision administrator may require a public hearing with the applicable body for major subdivisions, or, if the changes are extensive, the subdivision administrator may require the subdivider to begin the subdivision review process again, starting with the pre-application meeting.
- E. If the subdivision administrator determines the changes are not material, the subdivision administrator may accept the changes, notify the subdivider and the governing body of that decision, and the governing body may approve those changes in a meeting for which notice has been given of non-material changes to the final plat.
- F. A subdivider whose proposed changes to the final plat have been deemed material by the subdivision administrator may appeal the subdivision administrator's decision to the governing body by written notice within ten (10) working days. The subdivider may request a public meeting with the governing body and may submit additional evidence to show that the changes to the final plat are not material.

Section 76-3-611, MCA.

## **5. DESIGN AND IMPROVEMENT STANDARDS**

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All subdivisions approved by the governing body must comply with the provisions of this section, except where granted a variance pursuant to Section 1(j), Variances. The governing body may not grant variances from the provisions of Section 5(c), Lands Unsuitable for Subdivision or from the provisions of Section 5(d), Floodplain Provisions. For planned unit developments, subdivisions created by rent or lease, and condominiums, refer to Sections 6, 7, and 8 and of these regulations for additional information.

### **5(a). Conformance with Regulations**

The design and development of a subdivision must conform with any applicable zoning or other regulations. Where zoning regulations are not in effect establishing maximum densities or minimum lot sizes, maximum density and minimum lot size must be established in consultation with local and state health authorities.

### **5(b). Natural Environment**

The design and development of subdivisions must provide satisfactory building sites which are properly related to topography, and must, to the extent possible, preserve the natural terrain, natural drainage, existing topsoil, trees, and natural vegetation.

### **5(c). Lands Unsuitable for Subdivision**

The governing body may find land to be unsuitable for subdivision because of potential hazards such as flooding, snow avalanches, rock falls, landslides, adverse soil types, steep slopes in excess of twenty-five percent (25%) slope, high potential for wildfire, subsidence, high water table, polluted or non-potable water supply, high voltage lines, high pressure gas lines, aircraft or vehicular traffic hazards or congestion, or severe toxic or hazardous waste exposure; or because of unreasonable burdens on the general public such as requirements for the excessive expenditure of public funds, environmental degradation, or other features which may be detrimental to the health, safety, or general welfare of existing or future residents. These lands must not be subdivided unless the hazards are eliminated or will be mitigated by approved design and construction plans.

### **5(d). Floodplain Provisions**

Land located in the floodway of a one hundred (100) year flood event as defined by Title 76, Chapter 5, MCA, or other land determined by the governing body to be subject to flooding may not be subdivided for building or residential purposes or other uses that may increase or aggravate flood hazards to life, health, or welfare, or that may be prohibited by state or local floodplain or floodway regulations.

If identified as necessary during the preapplication meeting by the Subdivision Administrator, the subdivider shall complete and submit as part of the preliminary plat application, an engineering study that identifies the Base Flood Elevation (BFE). This detailed evaluation must be performed by a professional engineer licensed in the State of Montana experienced in this field of work.

A copy of the study identifying the BFE shall be submitted with the preliminary plat application to the local subdivision administrator. The governing body shall forward the study to the Floodplain Administrator and the Water Resources Division of the Montana Department of Natural Resources and Conservation (DNRC) for comment. The governing body shall not delay the preliminary plat review process to wait for comments. Any comments received by the governing body shall be forwarded to the subdivider.

The areas at and below the BFE shall be identified on the preliminary plat as flood hazard area. The flood hazard area shall be identified on the final plat as a no build zone.

#### **5(e). Improvement Design**

Engineering and survey plans, specifications, and reports required in connection with public and private improvements and other elements of the subdivision application required by the governing body must be prepared by a professional engineer licensed in the State of Montana or a professional land surveyor as their respective licensing laws allow in accordance with the MSPA and these regulations.

If subsequent subdivisions will be served by improvements (roads/streets, fire protection water supplies, storm-water drainage facilities, mailbox facilities, etc.) that were installed by a previous subdivider, then the subsequent subdivider may be required to reimburse the previous subdivider for a pro-rata share of the cost of the improvement(s) if all the following criteria are met:

- A. The improvements in question meet the applicable standard; and
- B. The improvements do not have to be upgraded.

#### **5(f). Lots**

Each lot must contain a satisfactory building site and conform to county health board regulations, applicable zoning regulations, applicable building regulations and these regulations.

- A. No single lot may be divided by a municipal or county boundary line.
- B. No single lot may be divided by a public road, alley, and public rights-of-way.
- C. Each lot must have access to a public or private street or road.
- D. Corner lots must have driveway access to the same street or road as interior lots.
- E. Corner lots must be of sufficient area to provide acceptable visibility for traffic safety.
- F. No lot may have an average depth greater than three times its average width unless the average width is greater than or equal to three hundred (300) feet.
- G. Side lot lines must be at substantially right angles to street or road lines and radial to curved street or road lines.

H. Through lots are prohibited except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography or orientation.

**5(g). Blocks**

A. Blocks must be designed to assure traffic safety and ease of traffic control and circulation, to accommodate the special needs of the use contemplated, and to take advantage of the limitations and opportunities of the topography.

I. In incorporated areas, block length must not be more than sixteen hundred (1,600) feet, if practical.

II. In unincorporated areas, block length must not be more than sixteen hundred (1,600) feet, if practical.

B. Blocks must be wide enough to allow for two tiers of lots except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation or unless the governing body approves the design of irregularly shaped blocks indented by cul-de-sacs.

C. Rights-of-way / easements for pedestrian walks, not less than ten (10) feet wide, may be required where deemed essential to provide circulation or safe access to schools, playgrounds, shopping, transportation and other community facilities, or other public health and safety considerations.

**5(h). Streets and Roads**

Roads located within a subdivision shall meet the appropriate Broadwater County Subdivision Road Standards found in Appendix B of these regulations. Roads accessing, abutting, or serving two or more parcels or dwellings are considered roads.

The arrangement, type, extent, width, grade, and location of all streets shall be assessed in respect to existing and planned streets, topographical conditions, public convenience and safety, and to proposed uses of the land to be served by them.

**A. Roadways**

The arrangement, type, extent, width, grade, materials, and location of all roadways shall be considered in their relationship to existing and planned streets and roads, to topographical conditions, maintenance considerations, the delivery of emergency services, to public convenience and safety, in their relation to the proposed uses of the land to be served by them, and to impacted lands outside the subdivision.

**B. Relation to Subdivided Areas**

The developer shall arrange the roadways to provide for the continuation of roadways between adjacent subdivided parcels when such continuation is necessary for the

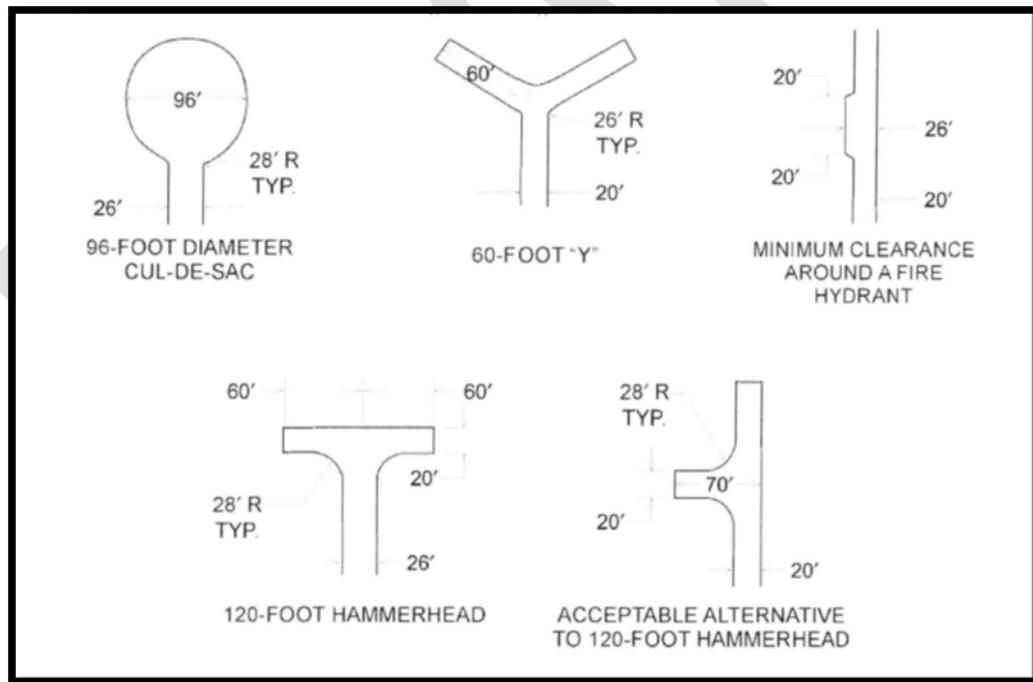
convenient movement of traffic, effective provision of emergency services, and the efficient provision of utility easements. A condition may be imposed to provide for such continuation of roadways between adjacent subdivided parcels.

### C. Relation to Adjoining Lands

Developing subdivisions shall provide access and utility easements to adjoining lands when access to those lands must pass through the subdivision. The developer may be required through a condition of approval to provide legal rights-of-way/easements and the access must be constructed in accordance with these road standards. A county may require the extension of roads easements to the edge of a subdivision property to facilitate future subdivision of adjacent lands, if appropriate.

### D. Dead-End Roadways

Dead end roads longer than fifteen hundred (1,500) feet require an approved turnaround. Refer to Figure 5 in Appendix B (County Road Standards) of these regulations for approved turnaround alternatives. Dead-end roads with an approved turnaround are only permitted on local roads and driveways. All turnarounds must also conform to the design specifications in Table-1 and Figure 5 in Appendix B (County Road Standards) of these regulations. Dead end roads longer than fifteen hundred (1,500) feet are not permitted. Dead end roads are not permitted for roads classified as minor or major collectors.



**Figure 2. Road Turnaround Alternatives.**

#### E. Half Roadways

Half roadways are prohibited except when it is shown that they are beneficial to the County and that they provide for access by emergency service vehicles.

#### F. Second Access

For major subdivisions containing commercial and industrial lots, a second primary access road is required. The second access road shall be designed to the road standards identified in Appendix B of these regulations.

For major residential subdivisions, a second access is required. The second access may be an emergency access, designed to the standards of a local road except for road width, which may be eighteen (18) feet, and easement width, which may be sixty (60) feet. The emergency access shall not function now or in the future as a primary access unless it is upgraded to a full local road standard. Emergency access roads must provide legal access in emergency situations to the subdivision.

#### G. Roadway Dedication and Easements

All roads and easements providing access to and within a subdivision will be dedicated for full public use and access.

A road on a final subdivision plat that is dedicated to public use is not a County Road unless the Board of County Commissioners approves by resolution the adoption of the road as a County Road pursuant to Section 7-14-2101, MCA.

#### H. Roadway Maintenance

Internal subdivision roads with easements dedicated to public access or easements dedicated to the subdivision will be maintained by the owners of the lots within the subdivision. The applicant shall establish a Property Owners' Association or a Road Users Agreement which provides for the maintenance of the internal subdivision road network. Maintenance shall include dust suppression, snow removal, surface maintenance (e.g., gravel upkeep, paved surface repair and replacement over time); and maintenance of drainage ditches and drainage facilities (e.g., catch basins) along the road. The agreements shall be filed with the final plat. The final plat for the subdivision shall include a statement on the face of the plat that the property owners owning lots within the subdivision are responsible for the maintenance of roads within the subdivision.

#### I. Drainage Channels and Waterways

I. Bridges and culverts shall be provided and installed by the developer where drainage channels and waterways intersect any road right-of-way or approach. Bridges and large culverts (48 inches in diameter or more) shall be designed by a professional engineer licensed in the State of Montana.

- II. Bridges must be designed and constructed to meet the current edition of the American Association of State Highway and Transportation Officials (AASHTO) Load Resistance and Factor Design (LRFD) Design Specifications. Permits for construction over waterways, including USACE 404 and state permits, may be required.
- III. Culverts shall be a minimum of 18 inches in diameter and sized on the estimated stormwater flow generated by the subdivision and shall extend across the entire width of the roadway including the side slope toes. Culvert gauge and depth of backfill shall be included in the design.

#### J. Road Naming, Road Signs, and Addressing

All proposed road names shall be reviewed and approved of by the County Planner. All road name signs and traffic control signs shall be installed by the subdivider. Road name signs shall be installed at all road intersections providing access to and within the subdivision. Signs shall be of the size, shape, height, and placement in accordance with the Manual of Uniform Traffic Control Devices (MUTCD). The installation of traffic signs shall be certified as meeting the MUTCD by a professional engineer licensed in the State of Montana. Addresses will be assigned to all lots within the subdivision prior to the filing of the final plat by the County Planner. Road naming, road signs and the addressing of lots in the subdivision will meet the standards found in Appendix B.

#### K. Adjacent and Off-Site Road Improvements Attributable to the Subdivision

The following is the process that shall be used to determine the adjacent and/or off-site improvements that a subdivider will be responsible for.

##### I. Maintaining Level of Service

The level of service (LOS), as defined by the current edition of the Transportation Research Board's, *Highway Capacity Manual*, Sixth Edition, of all roads, segments of roads, and/or intersections within the subdivision's traffic impact corridor shall not be lowered because of traffic generated by the subdivision. For the purposes of these regulations, a 'segment of road' is a section of road between one road intersection and the next closest road intersection. A segment of road does not include sections of roads outside the jurisdiction of Broadwater County.

The applicant shall be required to complete all improvements necessary to ensure that the projected LOS at full build out of the subdivision is at or above the existing LOS at the time of submission of a complete and sufficient application.

##### II. Traffic Impact Corridor

The traffic impact corridor includes:

1. adjacent roads (including intersections) that are impacted by the proposed subdivision;
2. Up to two ingress-egress routes (including intersections) for proposed major and subsequent minor subdivisions, and one ingress-egress route (including intersections) for a proposed first minor subdivision to the nearest state or federal highway/road, Townsend city limits, or to the boundary of Broadwater County and;
3. off-site roads, exclusive of (1) and (2) where projected traffic from the proposed subdivision will account for at least 10 percent of the annual average daily traffic on those roads; and
4. intersections, exclusive of (1) and (2) where projected traffic from the proposed subdivision will account for at least five (5) percent of the traffic volume on any approach leg of the intersection.

### III. Payment for Other Costs Directly Attributable to the Subdivision

When any road or segment of road within the traffic impact corridor will not meet or exceed the Broadwater County Road Standards found in these regulations at the time of full build out of the subdivision, the governing body shall require the subdivider to pay or guarantee payment of the costs of improving the road or segment of road so that it meets the standards in these regulations. The subdivider shall be required to pay or guarantee payment of costs that reflect the expected impacts directly attributable to the subdivision, as described below.

If an engineer, licensed in the State of Montana, certifies that a road or segment of road within a subdivision's traffic impact corridor will meet or exceed the applicable Broadwater County Road Standards in these regulations at full build out of the subdivision, the subdivider shall not be required to contribute to the cost of improving that road or segment of road.

### IV. Determining Costs Directly Attributable to the Subdivision

A Preliminary Engineering Report (PER) prepared and certified by an engineer licensed in the State of Montana shall provide estimated costs of improvements necessary to make a road or segment of road meet or exceed the Broadwater County Road Standards in these regulations. The PER shall describe the existing and proposed conditions within the traffic impact corridor to the extent necessary so that all components can be quantified and assigned an estimated cost. Estimated costs shall include the following:

1. estimated preliminary and final engineering costs including, but not limited to, design plans and specifications, material testing during construction, inspection and administration;

2. estimated costs of obtaining and completing necessary permits;
3. estimated surveying costs;
4. estimated right-of-way acquisition costs;
5. estimated utility relocation costs;
6. estimated costs for geotechnical and miscellaneous design related site testing and laboratory analysis;
7. estimated costs for road construction/improvements including materials, turning lanes, horizontal alignment and vertical grade adjustments, construction staking, temporary and permanent erosion control, road subgrade stabilization including geotextiles and subbase, sidewalks, curb and gutter, topsoil salvage and replacement, revegetation, weed management, traffic signals, signal timing changes, temporary traffic control, traffic control, approaches, bridges, guardrails, signage and/or pavement markings, non-motorized facilities, provisions for stormwater drainage, and contingencies to bring the facility into compliance to these regulations; and
8. estimated costs for any other items necessary to improve the road.

Estimated costs shall not be older than six (6) months at the time of final plat application. The burden of proof for estimated costs is the responsibility of the subdivider. Estimated costs must be prepared and certified by an engineer licensed in the State of Montana. The governing body may, at the subdivider's expense, require a third-party, designated by the governing body, to review estimated costs as described in the PER.

Subdividers who are completing a Minor Subdivision may either work with an engineer to complete the PER or may contact the Broadwater County Road Department to determine if the Road department can provide them with data to assist with this process.

With preliminary approval of the subdivision application, the governing body shall determine a percentage of the costs described above by comparing projected annual average daily traffic (AADT) at full build out of the subdivision with existing AADT, which includes projected AADTs from any preliminary approved and final platted subdivisions within the County. This percentage reflects the expected impacts directly attributable to the subdivision. The percentage of costs shall be calculated for each segment of road(s) impacted using the following formula:

$$\frac{P}{(P + E)} * (100) = I$$

Where:

*P* = Projected AADT

*E* = Existing AADT

*I* = Percentage of Impact (the percentage of impact shall be rounded to the nearest hundredth of a percent, i.e., 36.746% is rounded to 36.75%)

$$\frac{80}{(80+104)} * (100) = 43.48\%$$

Where:

*P* = 10 lots x 8 aadt = 80

*E* = 104

*I* = 43.478% is rounded to the nearest hundredth of a percent

## V. Use of Funds

Upon receipt of the funds related to estimated costs, the County shall place funds in an interest-bearing reserve account, held and used by the County strictly for the upgrade of the impacted roads or segments of road within the subdivision's traffic impact corridor. The County shall cause the completion of the construction or improvement of all impacted roads within the traffic impact corridor in compliance with the Broadwater County Road Standards found in Appendix B of these regulations when sufficient funds become available.

## L. Rural Improvement Districts

The subdivider shall establish a new Rural Improvement District (RID) or expand an existing adjacent RID prior to final plat approval to provide funds for ongoing maintenance for all new public improvements associated with the subdivision. These improvements may include, but not be limited to, new roads, bridges, culverts, street signs, sidewalks, pathways, and any other public improvements resulting from the subdivision.

If the subdivider paid for the improvements that the RID is created for under section a above, then those lots will be considered to have already contributed to the RID for the purpose of the improvement but can be asked to contribute to the RID for maintenance of the improvements.

#### M. Subdivision Roads

All roadways within a proposed subdivision and providing primary access or providing primary access through neighboring lands in unincorporated areas shall have dedicated easements providing access to the public or to dedicated easements providing public access for the use of the subdivision. The type of easement is subject to the discretion of the governing body. Such easements provide for legal access while the property remains under private ownership. Subdivision roadways constitute an acceptable roadway easement when all the following conditions are met:

- I. the easement is accepted by the governing body as a public access easement;
- II. the easement is recorded in the Office of the Clerk and Recorder;
- III. the easement clearly grants to the public, or to the subdivision, an unrestricted right of ingress and egress from a public roadway to the parcels within the subdivision;
- IV. a signed statement from a professional engineer licensed in the State of Montana documenting roads are built according to engineering plans and county standards; and
- V. a Property Owners' Association or a Road Users Agreement for the maintenance of the roadway meeting the requirements below of Subsection V-H (a)(viii)(B) is provided to the governing body.

#### N. Intersections

The following requirements shall apply to roadway intersections:

- I. The intersection of more than two (2) roads at one point shall be avoided.
- II. Roads shall be laid out to intersect as nearly as possible at right angles. No road shall intersect any other road at less than a 75-degree angle.
- III. Two (2) roads meeting a third road from opposite sides shall meet at the same point or their centerlines should be offset by a minimum of two hundred (200) feet.
- II. Intersection design shall conform to the specifications provided in Table B-1 of Appendix B of these regulations.
- III. Intersection design must provide acceptable visibility for traffic safety as dictated by the designed operating speeds on the individual roadways.
- VI. Hilltop intersections are prohibited, except where no alternatives exist. Intersections on arterial and collector roads within two hundred (200) feet of a hilltop are prohibited.

VII. Approaches to intersecting roads must not exceed a maximum landing of three (3) percent.

O. Rural Addressing in Unincorporated Areas

To provide for timely response by emergency service providers, each lot shall be assigned an address and all addresses will be assigned by the County Planner.

P. Traffic Study

I. Vehicle Trip Calculation

1. The average daily trips (ADT) generated by a residential subdivision shall be calculated based on eight trips per household per day, or as identified in a traffic study completed by a qualified professional engineer licensed in the State of Montana.
2. ADT for commercial/industrial developments must be calculated according to the most current version of Institute of Traffic Engineer's (ITE) Trip Generation Manual, or by a traffic study completed by a qualified professional engineer licensed in the State of Montana.

II. Traffic Studies Required

A traffic study completed by a professional engineer licensed in the State of Montana is required for the following subdivisions:

1. For all commercial and industrial subdivisions.
2. For all subdivisions, whose primary access is on a major or minor collector in the jurisdiction of the governing body that will generate more than seven hundred fifty (750) ADT.
3. For all subdivisions, whose primary access is on a local road in the jurisdiction of the governing body that will generate more than four hundred (400) ADT.
4. When a traffic study is required by the Montana Department of Transportation (MDT) for any access or approach onto an MDT roadway.

Q. Improvements

- I. All roadway improvements including pavement, curbs, gutters, sidewalks, utilities, and drainage must be constructed in accordance with the standards prescribed in these regulations.

- II. Roadway subgrades must be free of topsoil, sod, vegetation or organic matter, soft clay, or other substandard materials.
- III. Streets and roads must be designed to ensure proper drainage, including but not limited to surface crown, culverts, curbs and gutters, drainage swales and storm drains.
- IV. In unincorporated areas where access from a public road to the subdivision will cross properties not owned by the subdivider, the subdivider must obtain property easements in compliance with these design and improvement standards, from each property owner or the appropriate administrator of public lands. Each easement must allow construction and perpetual maintenance of a road accessing the property and allow vehicular travel on the road. The easement shall either be dedicated to the public, or the subdivision at the discretion of the governing body.
  - 1. Adequate and appropriate easements must be granted by each property owner through a signed and notarized document that grants the easement in conformance with the design.
  - 2. The location of any road easement must be shown on the plat or on a supplemental map. The existence of easements must be noted on the face of the final plat and on any deeds or other instruments conveying lots within the subdivision.
- V. Existing trees and other vegetation must be preserved whenever possible. Plantings may be required for buffering, screening, or soil erosion protection and are subject to approval by the governing body. Borrow areas for roads must be seeded with approved plant materials to reduce erosion.
- IV. Street light installation may be required by the governing body on all streets within the subdivision or may be included as part of the public improvement's agreement.
- V. Approach/Encroachment Permits: All approaches onto public roads shall be built according to the approved encroachment permits according to the following:
  - 1. Approach/Encroachment permits for individual lots accessing a privately built and maintained internal subdivision road are not required.
  - 2. Individual lots proposing a direct approach onto a county road must meet the following requirements:
    - aa. Single family residential lots with a direct approach to a county road must submit a Planning Encroachment Form signed by the Public Works Department with the preliminary

plat. The requirements stated in that form must be met prior to final plat.

bb. All other lots proposing a direct approach onto a county road shall receive an approved encroachment permit and the approach must be built according to the requirements of the permit prior to final plat.

3. Approach/Encroachment permits are required for all internal subdivision roads accessing a county road. The approach must be built according to the permit at the time of final plat.
4. Approach/Encroachments onto MDT roads and highways must be permitted and built according to MDT requirements prior to final plat.
5. Approach/Encroachment permits are required for any access onto a municipal road. The approach must be built according to the permit at the time of final plat.

## R. Definitions and Classification Standards

### I. Arterials

That part of the roadway system serving as the principal network for through traffic flow. The routes connect areas of principal traffic generation and important rural highways entering the City of Townsend. Typically, a subdivision proposal does not require an arterial roadway. Therefore, no County specific standards are included herein. If an arterial roadway standard is needed, the Montana Department of Transportation (MDT) standards for the appropriate roadway shall be used.

### II. Major Collectors

Major collectors are designed to serve both traffic movement and access. The roads typically are paved and have crossroad access but limited private driveway access and medium to high speeds. Within incorporated areas, no distinction is made between major and minor collectors. In unincorporated areas, the distinction is made mostly from the standpoint of placing greater priority on those designated as major collectors. State Secondary Highways in Broadwater County are designated as major collectors.

### III. Minor Collectors

Minor collectors are similar to major collectors except they may carry a greater level of localized traffic, and their condition may not be as high a priority as major collectors. The roads typically have limitations to road or driveway access and medium speeds similar to those on major collectors.

#### IV. Local Roads

Local roads are streets with the lowest traffic volumes. They are designed to offer access to farms and residences, connecting driveways to collectors or arterials. Most of the roads in the County are classified as local roads and exist sporadically throughout Broadwater County. There are two types of local roads based upon ADT's:

1. Local roads – gravel surfaced, 1 to 400 ADT's
2. Local roads - asphalt surfaced, 401 to 1,000 ADT's

#### 5(i). Postal Service

Mail delivery to a subdivision must comply with the requirements of the United States Postal Service.

#### 5(j). Stormwater Drainage Facilities

- A. The drainage system and facilities required for any surface run-off affecting the subdivision are subject to approval by the governing body. Subdivisions containing lots less than twenty (20) acres in size must also be reviewed and approved under Title 76, Chapter 4, MCA, by the DEQ.
- B. A grading and drainage plan as required by Section 2(a)(ii) is subject to approval by the Planning Department or Road Department Superintendent.
- C. Curbs and gutters or swales will be required based on the character of the area, density of development, and nature of adjoining properties. Curbs and gutters of adjoining properties must be extended in conformance with current specifications of local and state authorities.
- D. Culverts and bridges of adequate size must be provided and installed by the subdivider where drainage channels intersect any street or road right-of-way or easement. All culverts and bridges must be constructed and installed according to applicable local and state standards. Culverts and other drainage facilities must be large enough to accommodate potential run-off from upstream drainage areas.
- E. Each culvert or other drainage facility must be large enough to accommodate potential run-off from upstream drainage areas for the ten (10) year, twenty-four (24) hour storm event.
- F. The subdivider must provide suitable drainage facilities for any surface run-off affecting the subdivision. These facilities must be in street rights-of-way or in perpetual easements of appropriate widths.
- G. Drainage systems must not discharge into any sanitary sewer facility.

H. Drainage systems must be designed and certified by a professional engineer licensed in the State of Montana.

I. The governing body may require the subdivider to grant easements to prevent encroachment or disruption of drainageways or facilities. Drainage easements must be shown on the plat and a signed statement granting the easements must appear on the plat.

**5(k). Water Supply Systems**

A. General

I. All water systems may be subject to approval by the governing body.

II. Water systems required by the governing body shall meet the minimum requirements of the local reviewing authority, the Montana Department of Environmental Quality and the Montana Department of Natural Resources and Conservation. Subdivisions containing lots less than twenty (20) acres in size must be reviewed and approved under Title 76, Chapter 4, MCA, by the DEQ prior to approval of the final plat.

III. For subdivisions creating one or more parcels containing twenty (20) acres or more, the subdivider shall submit the required information only to the local reviewing authority and the subdivision administrator. DEQ review and approval is not required. This demonstration to the local reviewing authority is to evaluate the ability to develop lots and is no guarantee that a source of water will be available when the lots are developed.

B. Type of System

I. Any system with more than two (2) connections must be designed by a professional engineer licensed in the State of Montana and reviewed by DEQ.

II. The governing body may require that any proposed central system provide adequate and accessible water for fire protection.

III. Where the subdivision is within the service area municipal system, or a public water supply system, the subdivider must install complete water system facilities in accordance with the requirements of the jurisdiction involved and the DEQ. The subdivider must submit plans and specifications for the proposed facilities to the jurisdiction involved and to the DEQ and must obtain their approvals prior to undertaking any construction.

**5(l). Wastewater Treatment Systems**

A. All wastewater treatment systems may be subject to the approval of the governing body.

B. Systems for subdivision lots less than 20 acres in size must meet the minimum standards of the local reviewing authority, and DEQ which are incorporated into and made a part of these regulations by this reference, prior to final plat approval.

C. For a proposed subdivision that will create one or more parcels containing 20 acres or more, the subdivider shall demonstrate to the local reviewing authority adequate evidence that a sewage disposal facility is sufficient in terms of capacity. In addition, the subdivider shall demonstrate that there is at least one area for a septic system and a replacement drain field for each lot. This demonstration to the local reviewing authority is to evaluate the ability to develop lots at the platting stage and is no guarantee that a location for a septic system or drain fields will be available when the lots are developed.

D. Where the subdivision is within the service area of a municipal or public sanitary sewer system, the subdivider must install complete sanitary sewer system facilities in accordance with the requirements of the jurisdiction involved and the DEQ. The subdivider must submit plans and specifications for the proposed facilities to the jurisdiction involved and to the DEQ and must obtain their approvals prior to undertaking any construction.

#### **5(m). Utilities**

A. The subdivider must provide adequate and appropriate easements for the construction of utilities within the subdivision. The subdivider must obtain any easements necessary to extend utilities to the subdivision.

B. Utility facilities must be designed by utility firms in cooperation with the subdivider, subject, however, to all applicable laws and all rules and regulations of any appropriate regulatory authority having jurisdiction over such facilities. Utility easements must be located along the side, and rear lot lines wherever necessary.

C. Utility easements must be a minimum of fifteen (15) feet wide unless otherwise specified by a utility company or the governing body.

D. In addition to showing the location of the utility easement on the plat with dashed lines, the following statement must be on the final plat:

"The undersigned hereby grants unto each and every person, firm, or corporation, whether public or private, providing or offering to provide telecommunications, electric power, gas, cable television, water, or sewer service to the public, the right to the joint use of an easement for the construction, maintenance, repair and removal of their lines and other facilities, in, over, under and across each area designated on this plat as 'Utility Easement' to have and to hold forever."

**Section 76-3-504(1)(g)(iv), MCA.**

#### **5(n). Water Course and Irrigation Easements**

A. The subdivider shall establish within the subdivision ditch easements that:

- I. are in locations of appropriate characteristics and sufficient width to allow the physical placement and unobstructed maintenance of open ditches or below ground pipelines for the delivery of water for irrigation to persons and land legally entitled to the water under an appropriated water right or permit of an irrigation district or other private or public entity formed to provide for the use of the water right on the subdivision lots;
- II. are a sufficient distance from the centerline of the ditch to allow for construction, repair, maintenance, and inspection of the ditch; and
- III. prohibit the placement of structures or the planting of vegetation other than grass within the ditch easement without the written permission of the ditch owner.

B. The subdivider shall, unless otherwise provided under separate written agreement or filed easement, show on the preliminary and final plat, and file and record with the County Clerk and Recorder, ditch easements for the unobstructed use and maintenance of existing water delivery ditches, pipelines, and facilities in the proposed subdivision that are necessary to convey water through the subdivision to lands adjacent to or beyond the subdivision boundaries in quantities and in a manner that are consistent with historic and legal rights. A minimum width of ten (10) feet is required on each side of irrigation canals and ditches for maintenance purposes.

**Section 76-3-504(1)(k) and (l), MCA.**

**5(o). Disposition of Water Rights**

If a subdivision will create lots averaging less than five (5) acres and has surface water rights in size, the subdivider shall submit evidence with the final plat that the subdivider has, Section 76-3-504(1)(j), MCA:

- A. reserved all or a portion of the appropriation water rights owned by the owner of the land to be subdivided and transfer these water rights to a single entity for use by landowners within the subdivision who have a legal right to the water and reserved and severed any remaining surface water rights from the land;
- B. if the land to be subdivided is subject to a contract or interest in a public or private entity formed to provide for the use of a water right on the subdivision lots, established a landowner's water use agreement administered through a single entity. This agreement must specify how the water rights will be administered and describe the rights and responsibilities of landowners within the subdivision who have a legal right and access to the water; or
- C. reserved and severed all surface water rights from the land proposed for subdivision.

**Section 76-3-504(1)(j), MCA.**

**5(p).****Park Land Dedication – Cash in Lieu – Waivers – Administration**

A. Except as provided below, the final plat of a residential subdivision must show that the subdivider has dedicated to the governing body a cash or land donation equal to eleven percent (11%) of the area of the land proposed to be subdivided into parcels of one-half acre or smaller; seven and a half percent (7.5%) of the area of the land proposed to be subdivided into parcels larger than one-half acre and not larger than one acre; five percent (5%) of the area of the land proposed to be subdivided into parcels larger than one acre and not larger than three acres; and two and a half percent (2.5%) of the area of the land proposed to be subdivided into parcels larger than three acres and not larger than five acres.

B. A park dedication is not required for first minor subdivisions in unincorporated areas; subdivision lots larger than five acres; nonresidential subdivision lots; subdivisions in which parcels of land will not be created, other than subdivisions that will provide permanent multiple spaces for recreational camping vehicles, mobile homes, or condominiums; or subdivisions which will create only one additional parcel.

C. The governing body, in consultation with the subdivider and the planning board or park board that has jurisdiction, may determine suitable locations for parks and playgrounds and, giving due weight and consideration to the expressed preference of the subdivider, may determine whether the park dedication must be a land donation, cash donation, or a combination of both. When a combination of land donation and cash donation is required, the cash donation may not exceed the proportional amount not covered by the land donation. The land dedicated for park use may be inside or outside the boundaries of the proposed subdivision.

D. The governing body will waive the park dedication requirement if it determines that:

- I. the preliminary plat provides for a planned unit development or other development with land permanently set aside for park and recreational uses sufficient to meet the needs of the persons who will ultimately reside in the development; and the area of the land and any improvements set aside for park and recreational purposes equals or exceeds the area of the dedication required under Subsection 5(p)(A);
- II. the proposed subdivision will provide for the long-term protection of critical wildlife habitat; cultural, historical, or natural resources; agricultural interests; or aesthetic values; and the provision of this long-term protection will result in the reduction of the area of the land proposed to be subdivided by an amount equal to or exceeding the area that would have had to be dedicated under Subsection 5(p)(A) above;
- III. the area of the land proposed to be subdivided, by virtue of a combination of the provisions of Subsections (D)(I) and (II) above, is reduced by an amount equal to or exceeding the area of the dedication required under Subsection 5(p)(A); or the subdivider provides for land outside of the

subdivision to be set aside for park and recreational uses sufficient to meet the needs of the persons who will ultimately reside in the subdivision; and the area of the land and any improvements set aside for park and recreational uses equals or exceeds the area of dedication required under Subsection 5(p)(A).

- E. The local governing body may waive the park dedication requirement if:
  - I. the subdivider provides land outside the subdivision that affords long-term protections of critical wildlife habitat, cultural, historical, or natural resources, agricultural interests, or aesthetic values; and
  - II. The area of land to be subject to long-term protection, as provided in Subsection (e)(i), equals, or exceeds the area of dedication required under Subsection V-P (a).
- F. Subject to the approval of the local governing body and acceptance by the school district trustees, a subdivider may dedicate a land donation provided under Subsection V-P (a) to a school district, adequate to be used for school facilities or buildings.
- G. The governing body will administer funds dedicated to the public under this section in accordance with Section 76-3-621, MCA.
- H. For the purposes of this park dedication requirement:
  - I. “cash donation” means the fair market value of the unsubdivided, unimproved land; and
  - II. “dwelling unit” means a residential structure in which a person or persons reside.

Sections 76-3-504(1)(h) and 76-3-621, MCA.

#### **5(q). Fire Protection**

A fire plan will be created with the Fire Protection Authority (FPA) with jurisdiction for the area in which the Subdivision is located. The applicant will work with the FPA on that fire protection plan, and the fire plan will take into account that there is a water supply with sufficient volume for effective fire control. Section 76-3-501(1)(i), MCA.

#### **5(r). Fire Protection Water Supplies**

A water supply of sufficient volume for effective fire control must be provided within the subdivision as follows:

- A. All fire protection water supply systems must be designed by a professional engineer licensed in the State of Montana. The County's preference would be that an engineer with experience designing fire protection water supplies work on the project. The

system must be designed in consultation with the local fire authority having jurisdiction to ensure compatibility with the authority's fire-fighting equipment.

B. Prior to filing the final plat, all systems shall be installed and inspected and certified as meeting the necessary standards and are fully operational by a Professional Engineer licensed in the State of Montana. A copy of the inspection and certification will be provided to the local fire authority having jurisdiction.

C. Maintenance of the fire protection water supply and vehicle access:

- I. A notation on the final plat shall state that the property owners within the subdivision are responsible for the maintenance of the system. The local fire authority having jurisdiction shall not be responsible for any maintenance or costs associated with the operation, upgrades, or other measures necessary to ensure the system functions as designed.
- II. A vehicular public access easement ensuring unrestricted use by the local fire authority having jurisdiction, shall be established in perpetuity, and shall be identified and recorded on the final plat.
- III. The system shall be located adjacent to the following type of road in order of preference: a County maintained road, a State maintained highway, a subdivision road that is designated as a public access easement.
- IV. A water system is needed to keep the storage facility full.

D. Water shall be supplied by one of the following methods:

- I. A pressurized storage tank capable of providing a minimum flow of 1000 gallons per minute at a minimum of 20 PSI for 30 minutes. The storage tank must be made of non-corrosive materials that have not been previously used for storage of any substance and are usable year-round.
- II. A well and pump, in a pump house, providing a minimum flow of 1000 gallons per minute at 20 PSI for 30 minutes. This includes a year-round supply of electricity to run the pump. In addition, for winter months, the pump house shall be heated as appropriate in order for the well to operate.
- III. A dry hydrant providing a minimum flow of 1000 gallons per minute from water sources such as a pond or stream. The source shall have a minimum annual water level or flow sufficient to meet the water supply needs as required by these regulations. The supply shall not be rendered unusable because of freezing or seasonal low water. Adequate water rights to access the water shall be ensured in a manner acceptable to the local fire authority having jurisdiction and the governing body.
- IV. An alternative fire protection water supply designed by a licensed professional engineer in the State of Montana with a minimum flow of 1000 gallons per minute at a minimum of 20 PSI for 30 minutes and as reviewed and approved by the governing body.
- V. Existing off-site water supply systems may be used to meet these standards if they meet the following conditions:

1. The system meets the necessary flow rates and storage identified in these regulations.
2. The subdivider has secured any necessary easements and/or agreements from the affected property owner(s) and/or homeowners association.
3. The system has an effective maintenance system in place and is shown to be fully operational by a professional engineer licensed in the State of Montana. The governing body shall determine if the system maintenance is effective.
4. Use of the existing off-site water supply system will not diminish the fire protection capabilities provided to the subdivision(s) it was originally built to serve or it is upgraded and/or expanded to provide volume, pressure, and distribution in accordance with these regulations for all subdivisions utilizing the system for fire protection in accordance with these regulations.

**E. Fire Protection Water Supply Storage Capacity by Subdivision Classification:**

- I. Minor subdivisions (5 or less lots): A minimum of a 30,000-gallon storage capacity or the equivalent amount of water by other allowed methods listed in subsection D above must be installed at the time of filing the final plat.
- II. Major subdivisions (6 or more lots): A minimum of a 30,000 gallon or the equivalent amount of water by other allowed methods listed in subsection D above **and** additional storage per proposed lot over six (6) lots as determined by the local fire protection authority having jurisdiction; at the time of the filing of the final plat.

**5(s). Special Requirements for Subdivisions Proposed in Areas of High Fire Hazard**

**A. Risk Determination**

Prior to submitting an application for preliminary plat approval, the subdivider shall contact the local fire authority having jurisdiction to ask the authority to make a determination whether the subdivision is located in a high fire risk area. The local fire authority shall have 10 working days to make this determination. This determination shall be based on one or more of the following criteria:

- I. The proposed subdivision is located in an area identified as Wildland Urban Interface.
- II. The proposed subdivision is located in an area with a high density of fuels and/or slopes greater than twenty-five percent (25%).
- III. The proposed subdivision contains a density of more than one (1) lot per three (3) acres.

IV. The proposed subdivision is located more than ten (10) miles from a fire Station.

V. The proposed subdivision includes heads of draws, excessive slopes, dense forest growth or other hazardous wildfire components.

VI. The proposed subdivision in areas subject to high wildfire hazard as determined by the local fire authority, U.S. Forest Service or the Forestry Division of the Montana Department of Natural Resources and Conservation.

B. If the determination is made that the property proposed for subdivision is located in an area of high fire risk, the following standards apply:

I. A Fire Prevention and Control Plan must accompany the submission of any application for preliminary plat approval.

II. The Fire Prevention and Control Plan must include the following items:

1. an analysis of the wildfire hazards on the site, as influenced by existing vegetation and topography.
2. a map showing the areas that are to be cleared of dead, dying, or severely diseased vegetation.
3. a map of the areas that are to be thinned to reduce the interlocking canopy of trees.
4. the identification of roads, driveways, and bridges that are sufficient for emergency vehicle access and fire suppression activities. Slopes of all roads must be provided.

III. At least two separate ingress/egress access roads or routes must provide escape routes for residents and access to the subdivision by fire-fighting vehicles. Bridges providing access to the subdivision must be built to a design load of HL-93 (80,000 pounds) and constructed of nonflammable materials. Road rights-of-way must be cleared of wildland fuel a minimum of fifty feet (50') either side of roads measured from road center.

IV. Building sites may not be located on slopes greater than twenty-five percent (25%) or at the apex of “fire chimneys” (topographic features, usually drainageways or swales, which tend to funnel or otherwise concentrate fire toward the top of steep slopes). Building envelopes shall be shown on the face of the final plat for each lot to ensure no construction occurs on slopes over twenty-five percent (25%).

V. The Fire Prevention and Control Plan must be implemented before the governing body will approve the final plat and will be considered part of the

subdivider's obligations for land development. The local fire authority having jurisdiction, will inspect and approve the implementation of the Fire Prevention and Control Plan. The Plan will not be considered fully implemented until the fire chief has given written notice to the planning board or subdivision administrator that the Plan has been completed as approved by the governing body.

VI. Provisions for the maintenance of the Fire Prevention and Control Plan shall be included in the conditions, and restrictions for the development.

VII. Open space, parkland, and recreation areas (including green belts, riding, or hiking trails) should be located, where appropriate, to separate residences and other buildings from densely forested areas.

**5(t). Noxious Weeds**

All proposed subdivisions shall provide a Weed Management Plan approved by the Broadwater County Weed Board prior to the subdivision application being considered finalized by the Broadwater County Planning Department and Broadwater Commissioners. The Broadwater County Weed Coordinator is the local department providing guidance on the Noxious Weed Management Plan to the proposed subdivision.

**5(u). Landscape Buffer**

The governing body may require a landscape buffer within the Wildland Urban Interface to mitigate impacts to public health and safety. If required to mitigate impacts, the applicant shall submit a conceptual landscape plan for a minimum twenty-five (25) foot buffer. The landscape plan shall contain a combination of berms and/or planting that will provide an effective buffer. The landscaping shall be installed prior to final plat approval. The buffer must be shown as a twenty-five (25) foot setback on the face of the final plat. A maintenance agreement shall be filed for the maintenance of the landscaping.

## **6. SUBDIVISIONS PROVIDING MULTIPLE SPACES FOR RECREATIONAL CAMPING VEHICLES OR MOBILE HOMES**

### **6(a). Definitions**

A subdivision that provides or will provide multiple spaces for rent or lease on which recreational camping vehicles or mobile homes will be placed shall be reviewed according to this chapter. The land is owned, however, as one parcel under single ownership (which can include several persons owning property in common). Spaces and pads which are designated through this process as being for rent or lease do not result in a division of land whose title can be conveyed. However, the perimeter of the mobile home / manufactured park and any part of the parent tract outside of the perimeter are considered lots in a subdivision whose titles can be conveyed and must also be reviewed pursuant to these regulations.

#### **A. Mobile/Manufactured Homes Parks**

Developments which are subject to subdivision review because they will provide two or more spaces for mobile/manufactured homes will be reviewed under Section 6(b)(ii). Mobile/Manufactured Home Park Standards, below.

#### **B. Recreational Camping Vehicles Parks**

Developments which are subject to subdivision review because they will provide two or more spaces for recreational camping vehicles will be reviewed under Section 6(b)(iii). Recreational Vehicle Park Standards, below.

#### **C. Preliminary site plan**

A conceptual plan of a subdivision providing multiple spaces for rent or lease that is submitted at the time of preliminary plat application showing at minimum the boundaries of the subject parcel, the location of spaces, pads, roads, storage areas, parking areas, location of common areas and facilities, location of parks and/or recreation areas if required, and any other information deemed necessary by the governing body.

#### **D. Final site plan**

A site plan of a subdivision providing multiple spaces for rent or lease that is submitted at the time of final plat application showing at minimum the location of spaces, pads, roads, storage areas, parking areas, location of common areas and facilities, location of parks and/or recreation areas if required, and any other information deemed necessary by the governing body or necessary to meet conditions of preliminary approval. The site plan shall be submitted to the Clerk and Recorder with the final plat at the time the final plat is recorded.

### **6(a)(i). Review and Approval**

#### **A. Submittal Requirements**

- I. The subdivider shall submit a completed application in accordance with Section 2(a)(ii) Subdivision Application and Preliminary Plat Submittal, and a plan of the proposed development conforming to the requirements for preliminary plats.
- II. In addition to the requirements outlined in Section 2(a)(ii), preliminary applications for mobile home parks, manufactured home parks, and RV parks shall submit a preliminary site plan showing the following: a layout of all spaces, pads, buildings, structures, common areas and other facilities proposed for rent or lease; and location and dimension of internal roads and parking areas.

B. Preliminary Approval

- I. Proposed subdivisions providing multiple spaces for rent or lease are subject to the initial review process for preliminary plats found in Section 2(a)(iii), Review Process.
- II. Proposed subdivisions providing multiple spaces for rent or lease creating five or fewer spaces must be reviewed according to Section 3(a), First Minor Subdivisions.
- III. Proposed subdivisions providing multiple spaces for rent or lease creating more than five spaces must be reviewed according to Section 4, Review and Approval Procedures for Major Subdivisions.
- IV. Proposed subdivisions providing multiple spaces for rent or lease that will expand an existing subdivision for rent or lease resulting in the accumulative total of more than five spaces must be reviewed according to Section 4, Review and Approval Procedures for Major Subdivisions.

C. Final Plat Approval

- I. The applicant shall submit an application for final plat in accordance with the procedures outlined in Section 2(b), Final Plats.
  - 1. The final plat application shall include a final site showing the perimeter of the proposed park and any additional spaces that may be created.
  - 2. The final site plan, showing the following shall be included with the final plat application and filed at the Clerk and Recorder: a layout of all spaces, pads, buildings, structures, common areas and other facilities proposed for rent or lease; and location and dimension of internal roads and parking areas;
- II. The subdivider shall install all required improvements prior to approval of the final plat and plan. The governing body or its agents will inspect all

required improvements to assure conformance with the approved construction plans and specifications.

- III. If a subdivision that will provide multiple spaces for recreational camping vehicles or mobile homes is also a “trailer court,” “work camp,” “youth camp,” or “campground” as those terms are defined in Section 50-52-102, MCA, the governing body will not grant final approval of the subdivision until the subdivider obtains a license for the facility from the Montana Department of Public Health and Human Services under Title 50, Chapter 52, MCA.
- IV. The governing body shall not grant final approval until the applicant has met all the requirements of the Montana Department of Environmental Quality (MDEQ) in Title 76, Chapter 4, MCA and/or Title 50, Chapter 60, MCA as applicable.

**6(b).      Design Standards for Subdivision Providing Multiple Spaces for Rent or Lease**

**6(b)(i).      General Design Standards for Mobile Home Parks and Recreational Vehicle Parks**

Subdivisions providing multiple spaces for rent or lease must comply with the provisions of this Section 5 as applicable.

- A. The governing body may require provision for:
  - I. storage facilities on the lot or in compounds located within a reasonable distance;
  - II. a central area for storage or parking of boats, trailers, or other recreational vehicles;
  - III. landscaping and/or fencing to mitigate impacts of the development and adjacent properties;
  - IV. an off-street area for mail delivery; and
  - V. street lighting.
- B. Street requirements for Mobile Home Parks and Recreational Vehicle Parks
  - I. Streets within mobile or manufactured home parks or recreational vehicle parks must meet the design standards specified in Section V-H Streets and Roads unless otherwise specified in this section.
  - II. All streets within mobile or manufactured home parks or recreational vehicle parks shall be private.

- III. Streets must be designed to provide safe access to public roads.
- IV. Streets shall be designed to provide access to all sites. No site shall have vehicular access to a public street. The streets shall be laid out to discourage through traffic and intersections with public streets shall be kept to a minimum.
- V. Streets within mobile or manufactured home parks or recreational vehicle parks must be designed to provide safe traffic circulation and parking.
- VI. All traffic control devices used shall comply with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- VII. Street Width
  - 1. One-way roads must be at least fifteen (15) feet wide;
  - 2. Two-way roads must be at least twenty-four (24) feet wide.

**6(b)(ii). Design Standards for Mobile/Manufactured Home Parks**

- A. Mobile/manufactured home spaces must be arranged to permit the safe and practical placement and removal of mobile homes.
- B. All mobile/manufactured homes must be located at least twenty-five (25) feet from any property boundary line abutting upon a public street or highway right-of-way and at least fifteen (15) feet from other boundary lines of the park.
- C. The mobile/manufactured home pad must be located at least ten (10) feet from the street that serves it.
- D. The size of the mobile/manufactured home pad must be suitable for the general market to be served and must fit the dimensions of mobile/manufactured homes anticipated.
- E. A mobile/manufactured home pad may not occupy more than one-third (1/3) of the area of its space. The total area occupied by a mobile home and its roofed accessory buildings and structures may not exceed two-thirds (2/3) of the area of a space.
- F. No mobile/manufactured home or its attached structures, such as awnings and carports, may be located within a minimum of twenty (20) feet from any other mobile home or its attached structures.
- G. No detached structure, such as a storage shed, may be located within a minimum five (5) feet of any mobile/manufactured home or its attached structures.
- H. A minimum of two (2) off-street parking spaces must be provided on or adjacent to each mobile/manufactured home space.

- I. One (1) guest parking space must be provided for each ten (10) mobile/manufactured home spaces. Group parking may be provided.

**6(b)(iii). Design Standards for Recreational Vehicle Parks**

**A. Space and Pad Layout**

- I. Recreational vehicles must be separated from each other by at least twenty (20) feet. Any structure or part of a structure attached to the vehicle such as attached awnings must, for purposes of this separation requirement, be considered part of the recreational vehicle.
- II. All recreational vehicles must be located at least twenty-five (25) feet from any property boundary line abutting upon a public street or highway right-of-way and at least fifteen (15) feet from other boundary lines of the park.

**B. Parking Requirements**

- I. Each space must show one parking area with a minimum dimension of nine (9) feet by eighteen (18) feet.
- II. Parking areas must be setback from the street by a minimum of four (4) feet.
- III. Additional parking and storage areas must meet the same setbacks as the recreational vehicle spaces.

## **7. PLANNED UNIT DEVELOPMENTS**

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### **7(a). Purpose**

The purpose of this section is to provide flexibility in applying certain subdivision standards, allowing the subdivider creativity in subdivision design. Section 76-3-103 (10), MCA defines a planned unit development as “a land development project consisting of residential clusters, industrial parks, shopping centers or office building parks that compose a planned mixture of land uses built in a prearranged relationship to each other and having open space and community facilities in common ownership or use.”

### **7(b). Procedures**

If the subdivision administrator determines a proposed development plan qualifies as a planned unit development (PUD) at the pre-application meeting, the preliminary plat may then be submitted for review. Submittal must comply with requirements and procedures contained in the following Sections: 4, Major Subdivisions and 2(b), Applicable sections for Final Plats.

### **7(c). Standards**

#### **7(c)(i). Design Standards**

PUDs must comply with the standards contained in Section 5, Design and Improvement Standards. However, the governing body may modify the design and improvement standards contained in Section 5(f), Lots; Section 5(g), Blocks; Section 5(h), Streets and Roads; and Section 5(p), Park Land Dedication upon request of the subdivider when the plan for a PUD includes provisions for efficient traffic circulation, adequate light, air, and open space. In such cases, no application for a variance under Section 1(j), Variances of these regulations is necessary.

#### **7(c)(ii). Streets**

The arrangement, type, extent, width, grade, and location of all streets must be considered in their relation to existing and planned streets, to topographical conditions, and to public convenience and safety.

#### **7(c)(iii). Open Space**

Each PUD must comply with the requirements of Subsection 5(p) of these regulations. The open space must be: owned by a property owners' association; or dedicated to public use, if acceptable to the governing body; or a combination of above.

The governing body may waive dedication or cash donation requirements when the subdivider agrees to create a property owners' association for the proposed subdivision and deed to the association land to be held in perpetuity for use as parks or playgrounds.

## **8. CONDOMINIUMS**

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### **8(a). Exemptions**

All condominium, townhome, or townhouse or conversions developments are subdivisions subject to the terms of these Regulations and the Montana Subdivision and Platting Act (MSPA), except those exempted by Section 76-3-203, MCA, as described below:

- A. The approval of the original subdivision of land expressly contemplated the construction of the condominiums, townhomes, or townhouses or conversions and any applicable park dedication requirements in Section 76-3-621, MCA are complied with; or
- B. The condominium, townhome, or townhouse or a conversion proposal is in conformance with applicable local zoning regulations when local zoning regulations are in effect.

### **8(b). Procedures**

All condominium, townhome, or townhouse or conversion developments which are not exempt from subdivision review, are subject to the applicable procedures contained in Section 2, General Procedures and Section 6.

- A. All condominium, townhome, or townhouse or conversion developments creating five or fewer units must be reviewed according to Section 3, First Minor Subdivisions.
- B. All condominium, townhome, or townhouse or conversion developments creating more than five (5) units must be reviewed according to Section 4, Review and Approval Procedures for Major Subdivisions.
- C. All condominium, townhome, or townhouse or conversion developments that will expand an existing development resulting in the accumulative total of more than five (5) units must be reviewed according to Section 4, Review and Approval Procedures for Major Subdivisions.

### **8(c). Design Standards**

- A. Condominium and townhome or conversion developments shall comply with those standards contained in Section 5, Design and Improvement Standards.
- B. Condominium, townhome, and townhouse or conversion developments shall comply with all applicable provisions of the Unit Ownership Act – Condominiums, Title 70, Chapter 23, MCA, as amended.

## **9. DIVISIONS OF LAND EXEMPT FROM SUBDIVISION REVIEW**

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### **9(a). Purpose**

The MSPA provides miscellaneous exemptions for some divisions of land, which are found in Part 2 of Title 76, Chapter 3, MCA. These divisions are exempt from local subdivision review and approval and are therefore not subject to the review requirements or design standards of these regulations. However, pursuant to Section 76-3-504 (1)(p), MCA local subdivision regulations, must, at a minimum, establish criteria that the governing body or reviewing authority will use to determine whether proposed methods of disposition, using the exemptions provided in Section 76-3-201 or 76-3-207, MCA, are attempts to evade the MSPA. This Section establishes those criteria and the administrative processes for examination of exempt divisions of land.

### **9(b). Exemption Examination Process**

#### **9(b)(i). General Submittal and Administrative Procedures**

##### **A. Submittal Requirements**

A landowner(s) (“claimant” herein) claiming an exemption listed under Section 9 shall follow the procedures herein and submit the Broadwater County Subdivision Exemption Claim Application. Additional submittal requirements specific to certain types of exemptions are listed in Section 9(c). **The subdivision administrator requires a Preapplication Meeting before processing the exemption.**

Once the application is submitted and if the subdivision administrator determines there are missing submittal requirements the subdivision administrator, shall identify the missing requirements (or documents) in writing and shall return the application to the landowner or their representative and shall take no further action.

##### **B. Subdivision Administrator Review**

I. The subdivision administrator shall review the application and attached document(s) and provide a PDF copy of the document(s), along with a written staff guidance, to the County Sanitarian, County Attorney or Deputy County Attorney, and Commissioners, **herein after referred to as the COS Committee.** The subdivision administrator may also consult with the Examining Land Surveyor, Broadwater County Clerk and Recorder, County Health Department, Public Works Director, and other staff as needed. All parties will review documents and completeness, comment and identify issues and suggest corrections, if necessary.

II. Once the subdivision administrator has received comments and suggested corrections from all pertinent departments, the subdivision administrator will contact the surveyor regarding any suggested corrections that would be helpful to expedite review and consideration of the document and survey to be made prior to submittal of the mylar certificate of survey and associated

documents (a signed recordable copy of the Certificate and signed documents).

- III. The exemption shall be examined within twenty (20) calendar days of submittal to determine whether it complies with the requirements set forth in this chapter, the MSPA, and the Montana Sanitation in Subdivisions Act.
- IV. No conditions may be imposed on the approval except for conditions necessary to ensure compliance with the survey requirements of Title 76, Chapter 3, part 4.
- V. If the subdivision administrator finds that the proposed use of the exemption complies with the statutes and applicable criteria, the subdivision administrator shall present the exemption to the Commissioners. If the Commissioners approve the use of the exemption, the subdivision administrator shall advise the claimant and the County Clerk and Recorder that the applicable document(s) may be filed. If the subdivision administrator finds the proposed use of the exemption does not comply with the statutes and the criteria in this chapter, the subdivision administrator shall advise the claimant and the County Clerk and Recorder of the decision in writing.
- VI. After review and approval of the applicable documents by the subdivision administrator and Examining Land Surveyor, and when all appropriate signatures are in place, the proper documents shall be filed with the Broadwater County Clerk and Recorder's Office within one (1) calendar year of the notification from the subdivision administrator that the applicable documents may be filed. An extension may be granted by the subdivision administrator if all circumstances surrounding the exemption are the same as when the exemption was approved.
- VII. If the use of an exemption is denied, the claimant may initiate the process to apply for subdivision review subject to the requirements of these

C. Appeals

- I. A claimant whose proposed use of exemption has been denied by the subdivision administrator may appeal the subdivision administrator's decision to the governing body. The appeal request shall be submitted in writing to the subdivision administrator with ten (10) working days. The claimant may submit additional evidence to show that the use of the exemption in question is appropriate and not intended to evade the MSPA. The subdivision administrator shall submit a staff report and applicable materials to the governing body for its consideration.
- II. If the governing body (at a duly noticed public meeting or public hearing held within twenty (20) working days) concludes that the evidence and information demonstrates that the exemption is not being invoked to evade

the MSPA or otherwise finds the exemption appropriate, the governing body shall authorize the use of the exemption in writing. A survey claiming such an exemption from subdivision review (or an instrument of conveyance if no survey is required), which otherwise is in proper form and approved by the Examining Land Surveyor, may be filed if it is accompanied by the written authorization of the governing body.

III. If the governing body determines that the proposed use of an exemption was for the purpose of evading the MSPA or these regulations, the claimant proposing to use the exemption may submit a subdivision application for the proposed land division.

#### **9(b)(ii). Exemption Review Criteria**

A. When determining whether an exemption is claimed for the purpose of evading the MSPA, the subdivision administrator and governing body shall consider all the surrounding circumstances. These circumstances may include but are not limited to:

- I. the nature of the claimant's business,
- II. the prior history of the tract in question (the tract of record on file at the County Clerk & Recorder Office filed prior to July 1, 1974),
- III. the proposed configuration of the tracts if the proposed exempt transaction(s) is completed,
- IV. and any pattern of exempt transactions that will result in the equivalent of a subdivision without local government review. [*State ex rel. Dreher v. Fuller*, 50 St. Rpt. 454, 1993]

B. Exempt divisions of land that would result in a pattern of development equivalent to a subdivision may be presumed to be adopted for purposes of evading the MSPA based on the surrounding circumstances in Subsection (A), above.

C. When determining whether an exemption is claimed for the purpose of evading the MSPA, the subdivision administrator (and governing body when considering appeals), shall consider the criteria for review outlined for the specific exemptions listed in Section 9(c) below.

#### **9(b)(iii). General Requirements for Exemptions**

A. All parcels and the use of all parcels created or amended using an exemption shall comply with any applicable zoning regulations.

B. The local jurisdiction may not require lots resulting from exempt divisions to comply with Section 5, Design, and Improvement Standards, unless the exemption seeks to alter a lot that was subject to the design and improvement standards of the subdivision regulations during subdivision review.

C. To exempt divisions and/or remaining parcels of land resulting from the exemptions in Section 76-3-207, MCA from the survey requirements of MCA 76-3-401, the parcel(s) must be able to be described as a 1/32 or larger aliquot part of a United States Government section.

D. Subject to the following, a division of land exempt from subdivision review by Section 76-3-207, MCA (family transfers, agricultural exemptions, relocation of common boundaries, or utility sites) may not be made unless the Broadwater County Treasurer has certified that all real property taxes and special assessments assessed and levied on the land to be divided have been paid.

- I. If a division of land includes centrally assessed property and the property taxes applicable to the division of land are not specifically identified in the tax assessment, the department of revenue shall prorate the taxes applicable to the land being divided on a reasonable basis. The owner of the centrally assessed property shall ensure that the prorated real property taxes and special assessments are paid on the land being sold before the division of land is made.
- II. The Broadwater County Treasurer may accept the amount of the tax prorated pursuant to the above Subsection IX-B-4 (e)(i) as a partial payment of the total tax that is due.

**9(c). Requirements for Specific Exemptions**

**9(c)(i). Gift or Sale to a Member of the Immediate Family [Section 76-3-207 (1)(b), MCA]**

Divisions made outside of platted subdivisions for the purpose of a single gift or sale in each county to each member of the landowner's immediate family.

A. Statement of Intent

The intent of this exemption is to allow a landowner to create one parcel for conveyance to each immediate family member without local subdivision review.

B. Requirements

- I. This exempt division may only be made outside of any platted subdivision unless the following criteria are met:

1. the exempt division complies with adopted zoning and/or covenants, conditions, and restrictions for the subdivision;
2. is within a subdivision that has been approved by the governing body;
3. creates parcels of a size allowed within the subdivision;

4. an amended plat pursuant to Section 2(b)(vi) is filed with the county clerk and recorder; and
5. the amended plat states that a restriction or requirement on the platted subdivision continues to apply to the division.

II. Only one parcel may be conveyed to each immediate family member of the landowner under this exemption in each county where the landowner owns property. A conveyance outside a platted subdivision may be owned jointly with that immediate family member's spouse.

III. For purposes of this exemption, "immediate family member" means a spouse, child by blood or adoption, and parent of the grantor.

IV. This exemption may only be used when the grantors and grantees are natural persons and not entities such as corporations, partnerships, and trusts.

V. Filing of any certificate of survey (or recording of an instrument of conveyance) that would use this exemption must show the name of the grantee, relationship to the landowner, and the parcel to be conveyed under this exemption, and the landowner's certification of compliance [ARM 24.183.1104 (1)(f)(ii) found in Appendix A].

VI. Any certificate of survey that would use this exemption shall be accompanied by the instrument of conveyance, such as a deed.

VII. A conveyance outside a platted subdivision may be made regardless of age. If the transfer is to a minor, the transfer must be in accordance with the Uniform Transfer to Minors Act and appropriate documentation must be provided. See Section 72-26-603, MCA.

VIII. A division of land outside of a platted subdivision that is also located in a zoning district is allowed if each exemption is at least five (5) acres, unless the zoning district allows for smaller lot sizes.

IX. An immediate family member or the spouse of an immediate family member may not transfer or otherwise convey the division of land for a period of up to two (2) years after the date of the division unless the governing body sets a period of less than two (2) years. The immediate family member or spouse must sign a statement that they will not convey the division for the period of years which shall be filed with the certificate of survey, amended plat or aliquot part division deed.

X. The immediate family member or spouse may request a variance from holding the division for a period of two (2) years to address hardship situations such as death of the immediate family member or spouse or medical emergency.

### C. Criteria for Review

- I. Whether the proposed use of a family transfer exemption is to divide a tract of record that was created through use of an exemption. This is in effect regardless of previous ownership of the tracts and pertains to remaining tracts of less than one hundred sixty (160) acres as well as to those tracts that were created through the exemptions.
- II. Whether the proposed use of a family transfer exemption is to divide a tract that was created as part of an overall development plan with such characteristics as common roads, utility easements, open space or common marketing or promotional plan.
- III. Whether the proposed use of a family transfer exemption was preceded by a transfer of a parcel of land (such as through the execution of a quit claim deed or similar document or process) by one or more family members to another, to prepare for a qualifying family transfer, followed by the attempted use of this exemption.
- IV. Whether the proposed use of a family transfer exemption would create more than one remaining parcel of less than one hundred sixty (160) acres.

### D. Enforcement

If a governing body can prove by documented evidence in a court of competent jurisdiction that a person has knowingly evaded subdivision review for a family transfer within or outside a platted subdivision, that person is subject to a civil penalty of \$5,000 for each division of land, payable to the governing body. Section 76-3-207(6), MCA.

### 9(c)(ii). **Divisions of Land for Agricultural Use Only [Section 76-3-207 (1)(c), MCA]**

Divisions made outside of platted subdivisions by gift, sale, or agreement to buy and sell in which the parties to the transaction enter a covenant running with the land and revocable only by mutual consent of the governing body and the property owner that the divided land will be used exclusively for agricultural purposes. If the divided land is used for anything other than agricultural purposes, the land must go through subdivision review.

#### A. Statement of Intent

The intent of this exemption is to allow a landowner to create a parcel without local subdivision review where the parcel will be used only for production of livestock or agricultural crops and no residential, commercial, or industrial buildings, which require water or sewer, will be built on it.

#### B. Requirements

- I. For purposes of this exemption, the term “agricultural purposes” means the use of land for raising crops or livestock, or for the preservation of open

space, and specifically excludes residential, commercial, and industrial uses and structures, as well as any facilities for commercially or industrially processing agricultural products.

- II. The division must be located outside any platted subdivision.
- III. The division must be exempt from sanitation review by the MDEQ pursuant to Section 76-4-125 (2)(c), MCA, as a division made for purposes other than the construction of water supply or sewage and solid waste disposal facilities. **This sanitation exclusion must be properly invoked by the property owner on the certificate of survey (or instrument of conveyance).**
- IV. A certificate of survey (or instrument of conveyance) that uses this exemption requires a covenant running with the land in accordance with Section 76-3-207 (1)(c), MCA, and a signed and acknowledged recitation of the covenant on the face of the survey (or conveyance document) [ARM 24.183.1104 (f)(iii), refer to Appendix A].
- V. Any change in use of the newly created agricultural parcel for anything other than agricultural purposes subjects the parcel to subdivision review. Residential, commercial, or industrial structures, including facilities for commercial processing of agricultural products, may not be utilized, constructed, or erected on parcels created under this exemption unless the covenant is revoked through subdivision review.

**C. Criteria for Review**

- I. **Whether the proposed use of an agricultural exemption is to divide a tract of record that was created through use of an exemption. This is in effect regardless of previous ownership of the tracts and pertains to remaining tracts of less than one hundred sixty (160) acres as well as to those tracts that were created through the exemptions.**
- II. **Whether the proposed use of an agricultural exemption is to divide a tract that was created as part of an overall development plan with such characteristics as common roads, utility easements, open space or common marketing or promotional plan.**
- III. **Whether the proposed use of an agricultural exemption would create more than one remaining parcel of less than one hundred sixty (160) acres.**

**D. Removal**

**Removal of the agricultural covenant according to Section 76-3-211, MCA; or,**

- I. The Board of County Commissioners may, in its discretion, approve the removal of the agricultural covenant without subdivision review if:

1. The original lot lines are restored through aggregation of the covenanted tract prior to, or in conjunction with, the lifting of the agricultural covenant; or,
2. The proposed lifting of the covenant is for a government or public entity seeking to use the tract for public purposes. Public purposes are defined for the purposes of this section as utility stations, airports, cemeteries, water and/or wastewater facilities.

II. The Board of County Commissioners shall determine the qualifications and purpose of the public entity, by the following:

1. holding a public hearing as set forth in Section 2(f),
2. considering the information and evidence provided at the public hearing,
3. issuing written findings of fact based on the information and evidence within fifteen (15) working days, and,
4. either approving or denying the removal of the agricultural covenant.

III. An Agricultural Exemption Removal agreement lifting the agricultural covenant shall be recorded at the office of the Broadwater County Clerk and Recorder.

IV. The revocation of an Agricultural Covenant Exemption does not affect sanitary restrictions imposed under Title 76, Chapter 4, MCA.

**9(c)(iii). Relocation of Common Boundaries and Aggregation of Lots [Section 76-3-207 (1) (a), (d),(e), and (f), MCA]**

A. Statement of Intent

The intent of these exemptions is to allow a change in the location of one or more boundary line between parcels and to allow transfer of the land without subdivision review or to allow more than one parcel to be aggregated into fewer parcels.

B. Requirements

- I. If the relocation of common boundaries would result in the permanent creation of an additional parcel of land, the division of land must be reviewed as a subdivision.
- II. If a change is made to a platted subdivision which results in a redesign or rearrangement of six (6) or more lots in a platted subdivision, the division of land must be reviewed as a major subdivision.

- III. If the relocation of common boundaries would result in the creation of a new lot in a platted subdivision, the relocation must be reviewed as an amendment to a final platted subdivision.
- IV. Certificates of survey or amended plats for those altering platted subdivisions, claiming one of these exemptions must clearly distinguish between existing boundary locations and new boundary locations. This shall be accomplished by showing the existing boundaries with dashed lines and the new boundaries with solid lines. The appropriate certification set forth in ARM 24.183.1104 (1)(f) must be included on the certificate of survey or amended plat.
- V. Any restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas.

C. Criteria for Review

- I. Whether the resulting lots are inconsistent with an approved subdivision and the uses in it.
- II. Whether the documentation submitted does or does not support the stated purpose for the relocation;
- III. Whether the proposed relocation creates a parcel of less than one hundred sixty (160) acres which, prior to the relocation included more than one hundred sixty (160) acres.

**9(c)(iv). Exemption to Provide Security for a Mortgage, Lien or Trust Indenture for the Purpose of Construction, Improvements to the Land being Divided, or Refinancing Purposes. [Section 76-3-201 (1)(b), MCA ]:**

If a parcel of land was divided using this exemption and one of the parcels created by the division was conveyed by the landowner to another party without foreclosure before October 1, 2003, the conveyance of the remaining parcel is not subject to the requirements of Parts 5 & 6 of the MSPA and the subdivision review processes of these regulations.

A. Statement of Intent

The intended purpose of this exemption is to allow a landowner who is buying a tract using financing or contract for deed to segregate a smaller parcel from the tract for security for financing construction of a home on the property, improvements to the land being divided, or refinancing purposes. **No tract of land is created unless there is a default by the claimant to the lending institution.**

## B. Use of Exemption

This exemption is not available to simply create a parcel without review by claiming that the parcel will be used for security to finance construction of a home or other structure on the proposed lot.

This exemption may not be properly invoked unless:

- I. The claimant is purchasing a larger tract through financing or a contract for deed (and thus does not hold title); and
- II. A lending institution requires the landowner to hold title to a smaller parcel of the tract because the smaller tract is required as security for a building construction loan.

## C. Requirements

- I. These regulations do not require a certificate of survey or amended plat to invoke the use of the exemption claimed under Section 76-3-201 (1)(b), MCA. Surveys for this exemption are at the discretion of the claimants, lending institutions, surveyors, etc., but are encouraged to provide proper legal descriptions in the event of default of the lien and creation of the tract(s).
- II. When this exemption is to be used, the landowner shall submit the following along with an affidavit affirming entitlement to the claimed exemption to the subdivision administrator:
  1. A statement of how many parcels within the original tract would be created by use of the exemption;
  2. A signed 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; and
  3. Documentation that the lending institution is a financial or lending institution registered to do business in the State of Montana.

## D. Criteria for Review

1. Whether the exemption will create more than one building site;
2. Whether the financing is not for construction on the exempted parcel, or for re-financing;
3. Whether the person named in the statement explaining who will have possession of the remainder parcel if title to the exempted parcel is created

through a default to the lending institution is anyone other than the borrower of funds for construction;

4. Whether there is an existing prior agreement to default or a prior agreement to purchase only a portion of the original tract;

5. Whether title to the exempted parcel will not be initially obtained by the lending institution if foreclosure occurs;

6. Whether it appears that the principal reason the parcel is being created is to create a building site and using the parcel to secure a construction loan is a secondary purpose; or

7. Whether the division of land is created for the purpose of conveyance to any entity other than the financial or lending institution to which the mortgage, lien or trust indenture was given, or to a purchaser upon foreclosure of the mortgage, lien, or trust indenture.

**9(c)(v).      Division for Rights-of-Way or Utility Site [Section 76-3-201 (1)(h), MCA]**

**A.      Statement of Intent**

The intent is to create rights-of-way or utility sites. Utility is defined in Section 69-3-101, MCA. Rights-of-way for land dedication for city, county roads or other transportation systems may require land dedications rather than easements. A subsequent change in the use of the land to a residential, commercial, or industrial use is subject to the requirements of the MSPA and subdivision review under these regulations.

**B.      Requirements**

I.      Landowner approval or proof of eminent domain authority by the entity acquiring the right-of-way.

II.     Documentation to be filed shall include a notarized statement from the recipient accepting the right-of-way, stating the purpose of the right-of-way, and noticing that under Section 76-3-201, MCA a subsequent change in the use to residential, commercial, or industrial subjects the division to review under the MSPA and these regulations.

III.    Any certificate of survey that would use this exemption shall be accompanied by the instrument of conveyance, such as a deed.

**C.      Criteria for Review**

I.      Whether the proposed is for right-of-way or utility site.

II.     Whether the entity for which a right-of-way does meeting the definition of city, county roads or other transportation systems, or the entity for which a

utility site is created does meet the definition of a utility per Section 69-3-101, MCA.

**9(c)(vi). Court Ordered Divisions [Section 76-3-201 (1)(a), MCA]**

- A. The intent of this exemption is to provide for divisions of land created by order of any court of record in this state or by operation of law or that, in the absence of agreement between the parties to the sale, could be created by an order of any court in this state pursuant to the law of eminent domain, Title 70, Chapter 30, MCA.
- B. Pursuant to Section 76-3-201 (2), MCA, before a court of record orders a division of land, the court shall notify the governing body of the pending division and allow the governing body to present written comments on the division.
- C. A court ordered division of land is not a subdivision under this chapter if no more than four (4) new lots or parcels are created from the original lot or parcel. If more than four (4) new lots or parcels are created, the division must go through subdivision review under these regulations.

**9(c)(vii). Condominiums, Townhomes, or Townhouses [Section 76-3-203, MCA]**

**A. Statement of Intent**

Generally, condominiums, townhomes, or townhouses, or conversion as those terms are defined in Section 70-23-102, MCA are subject to review as subdivisions, but under certain circumstances they may be exempt from review pursuant to Section 76-3-203, MCA.

**B. Use of the Exemption**

Condominiums, townhomes, or townhouses, or conversion as those terms are defined in Section 70-23-102, MCA are exempt from subdivision review if:

- I. They are constructed on lots subdivided in compliance with these regulations and the approval of the original subdivision of land expressly contemplated the construction of the condominiums, townhomes, or townhouses or conversion and any applicable park dedication requirements in Section 76-3-621, MCA and Section V-P of these regulations are complied with; or
- II. The condominium, townhome, or townhouse or conversion proposal is in conformance with applicable local zoning regulations when local zoning regulations are in effect.
- III. The governing body may not enact regulations prohibiting the townhome form of ownership or impose conditions on a determination that the condominium, townhome, townhouse or conversion proposal and may not require the condominium, townhome, townhouse or conversion proposal to

undergo a conditional use permit or other quasi-judicial governmental review process adopted pursuant to zoning regulations as a prerequisite to determining the eligibility for an exemption.

C. Requirements

- I. To use the exemption, the Declaration of Unit Ownership must include an exhibit containing certification from the subdivision administrator or governing body that the condominiums are exempt from review under Section 76-3-203, MCA. See Section 70-23-301, MCA.
- II. Only the local government has the authority to determine whether a division of land is exempt from subdivision review. The act of recording a condominium declaration does not establish the declaration's validity simply because the Broadwater County Clerk and Recorder's Office accepted and recorded it.
- III. To obtain certification from the subdivision administrator that the condominiums, townhomes, or townhouses or conversion are exempt from review as a subdivision, the person seeking the use of the exemption shall submit evidence of and an affidavit affirming entitlement to the exemption to the subdivision administrator, who will review the documents under Section V-B-2 above; however, an exemption claimed pursuant to Section 76-3-203, MCA is not subject to examination under the Exemption Evasion Criteria.

**9(c)(viii). Exemptions not requiring action by the subdivision administrator**

If a survey is to be filed with the Broadwater County Clerk and Recorder's Office to utilize any of the exemptions not subject to action by the subdivision administrator, the survey is subject to examination by the Examining Land Surveyor for compliance with the uniform standards adopted under Appendix A of these regulations. These exemptions are as follows:

- A. A division of land created by lease or rental of contiguous airport-related land owned by a city, a county, the state, or a municipal or regional airport authority is not subject to the subdivision review requirements of this chapter or the MSPA, provided that the lease or rental is for onsite weather or air navigation facilities, the manufacture, maintenance, and storage of aircraft, or air carrier-related activities. Section 76-3-205 (1), MCA.
- B. A division of state-owned land is not subject to the subdivision review requirements of this chapter or the MSPA unless the division creates a second or subsequent parcel from a single tract for sale, rent, or lease for residential purposes after July 1, 1974. Section 76-3-205 (2), MCA.
- C. Deeds, contracts, leases, or other conveyances which were executed prior to July 1, 1974. Section 76-3-206, MCA.

D. State Highways: Instruments of transfer of land which is acquired for state highways may refer by parcel and project number to state highway plans which have been recorded in compliance with Section 60-2-209, MCA and are exempted from the surveying and platting requirements of the MSPA and these regulations. If such parcels are not shown on highway plans of record, instruments of transfer of such parcels shall be accompanied by and refer to appropriate certificates of survey and plats when presented for recording. A survey or plat for the recordation of an instrument transferring title to a remainder that was created when the state obtained property for a highway right-of-way is not required. [44 A.G. Opinion 25 (1992)]

E. The following divisions in Section 76-3-201, MCA not previously included in this section:

- I. A division of land that creates an interest in oil, gas, minerals, or water that is severed from the surface ownership of real property;
- II. A division of land that creates cemetery lots;
- III. A division of land that is created by the reservation of a life estate;
- IV. A division of land that is created by lease or rental for farming and agricultural purposes; and
- V. A division of land that is in a location over which the state does not have jurisdiction.

**9(c)(ix). Identification Codes**

To assist in the implementation of this review process and to monitor those parcels by exemption the Clerk and Recorder may cause the following identification codes to be added to the numbering of recorded certificates of survey filed after the effective date of these regulations.

CO ... Court order [76-3-201 (1)(a), MCA]

ME ... Mortgage Exemption [76-3-201 (1)(b), MCA]

LE ... Life Estate [76-3-201 (1)(e), MCA]

RB ... Relocation of Common Boundary [76-3-207 (1)(a), MCA]

FC ... Family Conveyance [76-3-207 (1)(b), MCA]

AE ... Agricultural Exemption [76-3-207 (1)(c), MCA]

OS ... Occasional Sale (used prior to April 6, 1993)

AL ... Aggregation of Lots [76-3-207 (e), MCA]

US ... Utility Site [76-3-201 (1)(h), MCA]

ROW ... Rights-of-Way [76-3-201 (1)(h), MCA]

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# **APPENDIX A: UNIFORM STANDARDS FOR MONUMENTATION, CERTIFICATES OF SURVEY, AND FINAL SUBDIVISION PLATS**

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## **24.183.1101 UNIFORM STANDARDS FOR MONUMENTATION**

### **24.183.1101 UNIFORM STANDARDS FOR MONUMENTATION**

(1) The following standards govern the monumentation of land surveys:

(a) The terms "monument" and "permanent monument" as used in these regulations mean any structure of masonry, metal, or other permanent, durable material placed in the ground, which is exclusively identifiable as a monument to a survey point, expressly placed for surveying reference.

(b) All metal monuments must be at least one-half inch in diameter and 18 inches in length with a cap not less than one inch in diameter marked in a permanent manner with the license number of the surveyor in charge of the survey and either the name of the surveyor or the company employing the surveyor. Metal monuments marking a public land survey corner as described in 70-22-101, MCA, must be at least 24 inches long and 5/8 inch in diameter with an appropriately stamped metal cap at least two inches in diameter. A monument marking a public land survey corner may also consist of a cap as described in this rule set firmly in concrete.

(c) Before a subdivision plat or certificate of survey may be filed for record, the surveyor shall confirm the location of as many monuments as, in the surveyor's professional judgment, are necessary to reasonably assure the perpetuation of any corner or boundary established by the survey and to enable other surveyors to reestablish those corners and boundaries and retrace the survey. The surveyor shall clearly identify on the face of the plat or certificate of survey all monuments pertinent to the survey, and the descriptions of these monuments must be sufficient to identify the monuments.

(d) The surveyor shall set all monuments prior to the filing of a plat or certificate of survey, except those monuments that will be disturbed by the installation of improvements, or because of severe weather conditions, may, in the surveyor's judgment, be more appropriately and accurately set after the weather has improved. In these two circumstances the surveyor may set monuments after the survey document is filed if the surveyor certifies on the survey document that the monuments will be set by a specified date. The surveyor shall set monuments, the placement of which has been deferred because of severe weather conditions, within 240 days of the date on which the survey document was filed.

(i) If during the later monumentation of the corners of a plat or certificate of survey that were not monumented before the plat or certificate was filed, the surveyor finds that it is necessary to set a reference monument to a corner, the surveyor shall prepare and file an amended certificate of survey or subdivision plat.

(ii) The failure of the surveyor to set the monuments by the date certified on the record of survey will be deemed a violation of these rules.

(e) The surveyor shall set monuments at the following locations:

(i) at each corner and angle point of all lots, blocks and parcels of land created by the survey;

- (ii) at every point of intersection of the outer boundary of a subdivision with an existing road right-of-way line of record or a road right-of-way line created by the survey;
- (iii) at every point of curve, point of tangency, point of reversed curve, point of compounded curve, and point of intersection on each road right-of-way line created by the survey; and
- (iv) at the intersection of a boundary line and a meander line. Meander line angle points need not otherwise be monumented.

(f) If the placement of a required monument at its proper location is physically impractical, the surveyor may set a reference or witness monument. This monument has the same status as other monuments of record if its location is properly shown. If the surveyor relies upon any existing monument in conducting a survey, he or she shall confirm the location of the monument and show and describe it on the resulting certificate of survey or subdivision plat.

(g) If the land surveyor sets a monument that is on, is a part of, and controls a property line, then the surveyor shall file a certificate of survey which complies with the requirements of ARM 24.183.1104. Alternatively, the surveyor may file a corner record in lieu of a certificate of survey pursuant to 70-22-105(2), MCA.

(2) Remonumentation of public land survey corner monuments shall conform to ARM 24.183.1002.

#### **24.183.1104 UNIFORM STANDARDS FOR CERTIFICATES OF SURVEY**

- (1) A certificate of survey must comply with the following requirements:
  - (a) A certificate of survey must be legibly drawn with permanent black ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches or 24 inches by 36 inches. Margins must be a minimum 1/2-inch on all sides, or as required by the filing office.
  - (b) One original on three mil or heavier matte stable-base polyester film or equivalent and/or one original on 24# white bond paper or equivalent must be submitted, or on such medium as required by the filing office.
  - (c) If more than one sheet must be used to adequately depict the land surveyed, each sheet must show the number of that sheet and the total number of sheets included. All certifications must be placed on sheet number one of the certificate of survey.
  - (d) A certificate of survey must show or contain the following information:
    - (i) a title or title block including the quarter-section, section, township, range, principal meridian, county, and if applicable, city or town in which the surveyed land is located. Except as provided in (1)(f)(v), a certificate of survey must not contain the title "plat," "subdivision," or any title other than "Certificate of Survey";
    - (ii) the name(s) of the person(s) who commissioned the survey, the name(s) of the owner(s) of the land surveyed, if other than the person(s) commissioning the survey, the names of any adjoining plats, and the numbers of any adjoining certificates of survey previously filed;
    - (iii) the date the survey was completed and a brief explanation of why the certificate of survey was prepared, such as to create a new parcel, retrace a section line, or retrace an existing parcel of land;
    - (iv) a north arrow;
    - (v) a scale bar. The scale of the certificate of survey must be sufficient to legibly represent the required information and data on the certificate of survey;

- (vi) the location of, and other information relating to all monuments found, set, reset, replaced, or removed as required by ARM 24.183.1101;
- (A) If additional monuments are to be set after the certificate of survey is filed, the location of these monuments must be shown by a distinct symbol, and the certificate of survey must contain a certification by the land surveyor as to the reason the monuments have not been set and the date by which they will be set, as required by ARM 24.183.1101(1)(d).
- (B) All monuments found during the survey that influenced the position of any corner or boundary indicated on the certificate of survey must be clearly shown as required by ARM 24.183.1101(1)(c).
- (C) Witness and reference monuments must be clearly shown.
- (vii) the location of any section corner or corners of divisions of sections the land surveyor deems to be pertinent to the survey or was used as a control in the survey;
- (viii) basis of bearing. For purposes of this rule, the term "basis of bearing" means the land surveyor's statement as to the origin of the bearings shown on the certificate of survey. If the basis of bearing(s) refers to two previously monumented points in a previously filed survey document, then the two previously monumented points must be shown and described on the certificate of survey, the line marked by the two previously monumented points must be labeled "basis of bearing," and the previously filed survey document name or number must be cited in the land surveyor's statement as to the origin of the bearing(s). If the certificate of survey shows true bearings, the basis of bearing must describe the method by which these true bearings were determined;
- (ix) the bearings, distances, and curve data of all boundary lines and all control or pertinent lines used to determine the boundaries of the parcel(s) surveyed. If the parcel surveyed is bounded by an irregular shoreline or a body of water that is a riparian boundary, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given;
  - (A) The courses along a meander line are shown solely to provide a basis for calculating the area of a parcel that has one or more riparian boundaries as the parcel existed at the time of survey.
  - (B) For purposes of this rule, a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.
  - (C) If a boundary, control, or pertinent line contains multiple segments of the whole, then the overall distance must be shown, and each segment must at least include distance.
- (x) data on all curves sufficient to enable the reestablishment of the curves on the ground. For circular curves, the data must at least include radius and arc length, and either delta angle, radial bearings, or chord bearing and distance. All non-tangent points of intersection on the curve must show either the bearings of radial lines or chord length and bearing. Non-tangent curves must be so labeled;
- (xi) lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically;
- (xii) at least one record measurement reference for each line and curve, if available, must be shown;
- (xiii) a narrative legal description of the parcel(s) surveyed.
  - (A) The land surveyor, at his or her discretion, may choose the form of the narrative legal description as follows:

- (I) If the parcel surveyed is either an aliquot part of a U.S. government section or a U.S. government lot, the narrative legal description may be the aliquot part or the government lot description of the parcel;
- (II) If the certificate of survey depicts the division of one or more parcels shown on a previously filed certificate of survey, the narrative legal description may be the number of the previously filed certificate of survey and the parcel number of the parcel(s) previously surveyed;
- (III) If the certificate of survey depicts the retracement of one or more parcels shown on a previously filed certificate of survey, plat, or amended plat, the narrative legal description may be the number of the previously filed certificate of survey or the name of the previously filed plat or amended plat, and the parcel number of the parcel(s) previously surveyed;
- (IV) If the survey creates or retraces one or more parcels, the narrative legal description may be either the metes-and-bounds description of each individual parcel created by the survey or the metes-and-bounds description of the perimeter boundary of the parcels surveyed; or
- (V) If the narrative legal description does not fall within (1)(d)(xiii)(A)(I), (II), or (III), then the narrative legal description required by this subsection must conform with (1)(d)(xiii)(A)(IV).

(B) When the narrative legal description is metes-and-bounds, the point of beginning, which is also the point of closure of the legal description of the parcel surveyed, must be labeled "Point of Beginning." Alternatively, the point of beginning may be labeled "POB" if the abbreviation is defined on the certificate of survey.

(C) The requirement of this rule does not apply to certificates of survey that depict a partial retracement of the boundaries of an existing parcel or establish the location of lines or corners that control the location of an existing parcel.

(xiv) all parcels created or retraced by the certificate of survey designated by number or letter, and the bearings, distances, curve data, and area of each parcel, except as provided in (1)(f)(iii). If a parcel created by the certificate of survey is identifiable as a 1/32 or larger aliquot part of a U.S. government section or as a U.S. government lot, it may be designated by number or letter or by its aliquot part or government lot identification;

(xv) the location, bearings, distances, and curve data of any easement that will be created by reference to the certificate of survey;

(xvi) the dated signature and the seal of the land surveyor responsible for the survey. The land surveyor's signature certifies that the certificate of survey has been prepared in conformance with the applicable sections of the Montana Subdivision and Platting Act and the regulations adopted under the Act;

(xvii) a memorandum of any oaths administered under 76-3-405, MCA;

(xviii) if applicable, the certificate of the examining land surveyor; and

(xix) space for the clerk and recorder's filing information.

(e) Certificates of survey that do not represent a division or aggregation of land, such as those depicting the retracement of an existing parcel and those prepared for informational purposes, must contain a statement as to their purpose and must meet applicable requirements of this rule for form and content. If the purpose of a certificate of survey is stated as a retracement or partial retracement, and if multiple tracts of record contained within the parcel's perimeter boundary on the certificate of survey are not individually shown, then the certificate of survey does not expunge the tracts of record unless it

conforms to (1)(f)(iv) and contains the acknowledged certificate of the property owner(s) citing the applicable exemption in its entirety.

(f) Procedures for divisions of land exempted from review as subdivisions. If one or more parcels on a certificate of survey is created by an exemption from subdivision review under 76-3-207, MCA, then, except as provided in (1)(f)(iii) and (iv), the certificate of survey must establish the boundaries of the exemption parcel(s). The certificate of survey is not required to establish, but may establish, the exterior boundaries of the remaining portion of the parent tract of land. However, the certificate of survey must show portions of the existing unchanged boundaries sufficient to identify the location and extent of the exemption parcel to be created. Unsurveyed portions of the parent tract of land must be labeled, "NOT A PART OF THIS CERTIFICATE OF SURVEY" or "NOT INCLUDED IN THIS CERTIFICATE OF SURVEY". The certificate of survey must contain the acknowledged certificate of the property owner stating that the division of land is exempt from review as a subdivision and cite the applicable exemption in its entirety. The certificate of survey must meet the following requirements:

- (i) If the exemption relied upon requires that the property owner enter into a covenant running with the land, the certificate of survey may not be filed unless it shows or contains a signed and acknowledged recitation of the covenant in its entirety.
- (ii) If a certificate of survey invokes the exemption for gift(s) or sale(s) to members of the landowner's immediate family, the certificate of survey must indicate the name of the proposed grantee, the relationship of the grantee to the landowner, and the parcel to be conveyed to the grantee.
- (iii) If a certificate of survey invokes the exemption for the relocation of common boundary line(s):
  - (A) The certificate of survey must contain the signatures of all landowners whose tracts of record will be altered by the proposed relocation. The certificate of survey must show that the exemption was used only to change the location of a boundary line or lines common to two or more tracts of record, and must clearly distinguish the prior boundary location or locations (shown, for example, by dashed or broken line(s) with a notation) from the new boundary location or locations (shown, for example, by solid line(s) with a notation);
  - (B) The certificate of survey must show the boundaries of the area that is being removed from one tract of record and joined with another tract of record. The certificate of survey is not required to establish, but may establish, the exterior boundaries of the resulting tracts of record. However, the certificate of survey must show portions of the existing unchanged boundaries sufficient to clearly identify both the location and the extent of the boundary relocation. Unsurveyed portions of the tracts of record must be labeled, "NOT A PART OF THIS CERTIFICATE OF SURVEY" or "NOT INCLUDED IN THIS CERTIFICATE OF SURVEY"; and
  - (C) The certificate of survey must contain the following notation: "The area that is being removed from one tract of record and joined with another tract of record is not itself a tract of record. Said area shall not be available as a reference legal description in any subsequent real property transfer after the initial transfer associated with the [certificate of survey or amended plat] on which said area is described, unless said area is included with or excluded from adjoining tracts of record."
- (iv) If a certificate of survey invokes the exemption for aggregation of parcels or lots:
  - (A) The certificate of survey must contain the signatures of all landowners whose tracts of record will be altered by the proposed aggregation. The certificate of survey must show that the

exemption was used only to eliminate a boundary line or lines common to two or more tracts of record, and must clearly distinguish the prior boundary location or locations (shown, for example, by dashed or broken line(s) with a notation) from the new perimeter boundary location or locations (shown, for example, by solid line(s) with a notation); and

(B) The certificate of survey must establish the perimeter boundary of the resulting tract(s) of record.

(v) A survey document that modifies lots on a filed plat and invokes an exemption from subdivision review under 76-3-201 or 76-3-207(1)(d), (e), or (f), MCA, must be entitled "amended plat of [lot, block, and name of subdivision being amended]," but for all other purposes must comply with the requirements for form and descriptive content of certificates of survey contained in this rule.

(vi) If the certificate of survey invokes an exemption from subdivision review under 76-3-207, MCA, the certificate of survey must contain or be accompanied by a certification by the county treasurer that all real property taxes and special assessments assessed and levied on the surveyed land have been paid.

(vii) For purposes of this rule, when the parcel of land for which an exemption from subdivision review is claimed is being conveyed under a contract-for-deed, the terms "property owner," "landowner," and "owner" mean the seller of the land under the contract-for-deed.

(g) The land surveyor, at his or her discretion, may provide additional information on the certificate of survey regarding the survey.

(h) Procedures for filing certificates of survey of divisions of land entirely exempted from the requirements of the Montana Subdivision and Platting Act. The divisions of land described in 76-3-201, 76-3-205, and 76-3-209, MCA, and divisions of federally owned land made by a U.S. government agency are not required to be surveyed, nor must a certificate of survey or plat showing these divisions be filed with the clerk and recorder. However, a certificate of survey of one of these divisions may be filed with the clerk and recorder if the certificate of survey meets the requirements for form and content for certificates of survey contained in this rule, and contains a certificate of all the landowners citing the applicable exemption from the Act in its entirety, or when applicable, that the land surveyed is owned by the federal government. The certificate of survey must establish the boundaries of the exemption parcel(s). The certificate of survey is not required to establish, but may establish, the exterior boundaries of the remaining portion of the parent tract of land. However, the certificate of survey must show portions of the existing unchanged boundaries sufficient to identify the location and extent of the exemption parcel to be created. Unsurveyed portions of the parent tract of land must be labeled, "NOT A PART OF THIS CERTIFICATE OF SURVEY" or "NOT INCLUDED IN THIS CERTIFICATE OF SURVEY."

#### **24.183.1107 UNIFORM STANDARDS FOR FINAL SUBDIVISION PLATS**

(1) A final subdivision plat must comply with the following requirements:

(a) the plat complies with the requirements contained in (2);

(b) the plat includes a Conditions of Approval sheet(s) that complies with the requirements contained in (4); and

(c) the plat is accompanied by documents listed in (5).

(2) A plat must comply with the following requirements:

- (a) A plat must be legibly drawn with permanent black ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches or 24 inches by 36 inches. Margins must be a minimum 1/2-inch on all sides, or as required by the filing office.
- (b) One original on three mil or heavier matte stable-base polyester film or equivalent and/or one original on 24# white bond paper or equivalent must be submitted, or on such medium as required by the filing office.
- (c) If more than one sheet must be used to adequately depict the land surveyed, each sheet must show the number of that sheet and the total number of sheets included. Except as provided in (4)(b), all certifications must be placed on sheet number one of the plat.
- (d) A survey document that results in an increase in the number of lots or modifies six or more lots on a filed plat must be entitled "amended plat of (lot, block, and name of subdivision being amended)," and unless it is exempt from subdivision review by 76-3-201 or 76-3-207(1)(d), (e), or (f), MCA, must meet the filing requirements for final subdivision plats specified in this rule.
- (e) A plat must show or contain the following information:
  - (i) a title or title block including 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";
  - (ii) the name(s) of the person(s) who commissioned the survey, the name(s) of the owner(s) of the land to be subdivided, if other than the person(s) commissioning the survey, the names of any adjoining plats, and the numbers of any adjoining certificates of survey previously filed;
  - (iii) a north arrow;
  - (iv) a scale bar. The scale of the plat must be sufficient to legibly represent the required information and data on the plat;
  - (v) the location of, and other information relating to all monuments found, set, reset, replaced, or removed as required by ARM 24.183.1101;
- (A) If additional monuments are to be set after the plat is filed, the location of these monuments must be shown by a distinct symbol, and the plat must contain a certification by the land surveyor as to the reason the monuments have not been set and the date by which they will be set, as required by ARM 24.183.1101(1)(d).
- (B) All monuments found during the survey that influenced the position of any corner or boundary indicated on the plat must be clearly shown as required by ARM 24.183.1101(1)(c).
- (C) Witness and reference monuments must be clearly shown.
- (vi) the location of any section corner or corners of divisions of sections the land surveyor deems to be pertinent to the survey or was used as control in the survey;
- (vii) basis of bearing. For purposes of this rule, the term "basis of bearing" means the land surveyor's statement as to the origin of the bearings shown on the plat. If the basis of bearing(s) refers to two previously monumented points in a previously filed survey document, then the two previously monumented points must be shown and described on the plat, the line marked by the two previously monumented points must be labeled "basis of bearing," and the previously filed survey document name or number must be cited in the land surveyor's statement as to the origin of the bearing(s). If the plat shows true bearings, the basis of bearing must describe the method by which these true bearings were determined;

- (viii) the bearings, distances, and curve data of all boundary lines and all control or pertinent lines used to determine the boundaries of the subdivision. If the subdivision is bounded by an irregular shoreline or a body of water that is a riparian boundary, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given;
- (A) The courses along a meander line are shown solely to provide a basis for calculating the area of a parcel that has one or more riparian boundaries as the parcel existed at the time of survey.
- (B) For purposes of this rule, a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.
- (C) If a boundary, control, or pertinent line contains multiple segments of the whole, then the overall distance must be shown, and each segment must at least include distance.
- (ix) data on all curves sufficient to enable the reestablishment of the curves on the ground. For circular curves, the data must at least include radius and arc length, and either delta angle, radial bearings, or chord bearing and distance. All non-tangent points of intersection on the curve must show either the bearings of radial lines or chord length and bearing. Non-tangent curves must be so labeled;
- (x) lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically;
- (xi) at least one record measurement reference for each line and curve, if available, must be shown;
- (xii) all lots and blocks in the subdivision designated by number, the bearings, distances, and curve data of each lot and block, the area of each lot, and the total area of all lots. (Excepted lands must be labeled "NOT INCLUDED IN THIS SUBDIVISION" or "NOT INCLUDED IN THIS PLAT";
- (xiii) all existing rights-of-way for streets, alleys, avenues, roads, and highways that adjoin or are within the boundaries of the subdivision; their names and widths from public record (if ascertainable); the bearings, distances, and curve data of their adjoining boundaries. If the existing right(s)-of-way is contained within the boundaries of the subdivision, then the area of the portion of the right(s)-of-way within the subdivision shall be shown;
- (xiv) all rights-of-way for streets, alleys, avenues, roads, and highways that will be created by the filing of the plat; their names, widths, bearings, distances, curve data, and area;
- (xv) except as provided in (2)(e)(xiii) and (xiv), the location, bearings, distances, curve data, and areas of all parks, common areas, and other grounds dedicated for public use;
- (xvi) the total area of the subdivision;
- (xvii) a narrative legal description of the subdivision.
- (A) The land surveyor, at his or her discretion, may choose the form of the narrative legal description as follows:
  - (I) If the land to be subdivided is either an aliquot part of a U.S. government section or a U.S. government lot, the narrative legal description may be the aliquot part or the government lot description of the land;
  - (II) If the plat depicts the division of one or more parcels shown on a previously filed certificate of survey or plat, the narrative legal description may be the number of the previously filed certificate of survey or name of the previously filed plat and the parcel number of the parcel(s) previously surveyed;

- (III) The narrative legal description may be the metes-and-bounds description of the perimeter boundary of the subdivision; or
- (IV) If the narrative legal description does not fall within (2)(e)(xvii)(A)(I) or (II), the narrative legal description required by this subsection is the metes-and-bounds description of the perimeter boundary of the subdivision.
- (B) When the narrative legal description is metes-and-bounds, the point of beginning, which is also the point of closure of the legal description of the subdivision surveyed, must be labeled "Point of Beginning." Alternatively, the point of beginning may be labeled "POB" if the abbreviation is defined on the plat.
- (xviii) the dated signature and the seal of the land surveyor responsible for the survey. The land surveyor's signature certifies that the plat has been prepared in conformance with the applicable sections of the Montana Subdivision and Platting Act and the regulations adopted under the Act. The land surveyor's signature and certification do not include certification of the Conditions of Approval sheet(s);
- (xix) a memorandum of any oaths administered under 76-3-405, MCA;
- (xx) the dated, signed, and acknowledged consent to the subdivision of the owner of the land to be subdivided. For purposes of this rule, when the parcel of land proposed for subdivision is being conveyed under a contract-for-deed, the terms "property owner," "landowner," and "owner" mean the seller of the land under the contract-for-deed;
- (xxi) certification by the governing body that the final plat is approved;
- (xxii) if applicable, the landowner's certificate of dedication of streets, alleys, avenues, roads, highways, parks, playground easements, or other public improvements;
- (xxiii) if applicable, or as required by subdivision regulations, the landowner(s)' certification statement(s) as follows:
  - (A) A statement that federal, state, and local plans, policies, regulations, and/or conditions of subdivision approval that may limit the use of the property, including the location, size, and use are shown on the Conditions of Approval sheet or as otherwise stated.
  - (B) A statement that buyers of property should ensure that they have obtained and reviewed all sheets of the plat and all documents recorded and filed in conjunction with the plat and that buyers of property are strongly encouraged to contact the local planning department and become informed of any limitations on the use of the property prior to closing.
  - (C) A statement that all or part of the required public improvements have been installed and/or security requirements pursuant to 76-3-507, MCA, secure the future construction of any remaining public improvements to be installed.
- (xxiv) if applicable, a certificate of the governing body accepting any dedicated land, easements, or improvements;
- (xxv) if applicable, the certificate of the examining land surveyor;
- (xxvi) space for the clerk and recorder's filing information; and
- (xxvii) a minimum two-inch by four-inch blank space below the clerk and recorder's filing information for the recording numbers of the documents listed in (5).

(f) The land surveyor, at his or her discretion, may provide additional information on the plat regarding the survey.

(3) The following certifications of final plat approval must appear on the plat or on the Conditions of Approval sheet as contained in (4), or recorded or filed as contained in (5) of these rules:

- (a) A certification by the county treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid and, if applicable, certification of the local health officer having jurisdiction.
- (4) If applicable, a sheet(s) of the plat prepared by the landowner(s) or their representative(s) depicting conformance with subdivision application approval shall be entitled "Conditions of Approval of [insert name of subdivision]" with a title block including the quarter-section, section, township, range, principal meridian, county, and, if applicable, city or town in which the subdivision is located, and shall contain:
  - (a) any text and/or graphic representations of requirements by the governing body for final plat approval including, but not limited to, setbacks from streams or riparian areas, floodplain boundaries, no-build areas, building envelopes, or the use of particular parcels;
  - (b) a certification statement by the landowner that the text and/or graphics shown on the Conditions of Approval sheet(s) represent(s) requirements by the governing body for final plat approval and that all conditions of subdivision application have been satisfied; and
  - (c) a notation stating that the information shown is current as of the date of the certification required in (4)(b), and that changes to any land-use restrictions or encumbrances may be made by amendments to covenants, zoning regulations, easements, or other documents as allowed by law or by local regulations.
- (5) If applicable, the following documents as specified by local government shall accompany the approved final plat and shall be recorded or filed with the plat as specified by the clerk and recorder, and the recording or filing number(s) for each document may be written on the plat by the clerk and recorder:
  - (a) a title report or 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 subdivider, and any lien holders or claimants of record against the land;
  - (b) any covenants or deed restrictions relating to the subdivision;
  - (c) for lots less than 20 acres in size, exclusive of public roadways, a certification from the Montana Department of Environmental Quality stating that it has approved the plans and specifications for water supply and sanitary facilities pursuant to 76-4-104(2), MCA;
  - (d) if required by the governing body, for lots of 20 acres or greater in size, written documentation that the subdivider has demonstrated that there is an adequate water source and at least one area for a septic system and replacement drainfield for each lot in accordance with 76-3-604(8)(b), MCA;
  - (e) a copy of any security requirements, pursuant to 76-3-507, MCA, securing the future construction of any remaining public improvements to be installed;
  - (f) unless otherwise provided in local subdivision regulations, copies of final plans, profiles, grades, and specifications for improvements, including a complete grading and drainage plan, with the certification of a professional engineer that all required improvements which have been installed are in conformance with the attached plans. Local subdivision regulations may authorize the subdivider, under conditions satisfactory to the governing body, to prepare these plans and specifications after the final plat has been filed, or file them with a government official other than the clerk and recorder, or both. If the approved plans and specifications are or will be filed with a government official other than the clerk and recorder, then a document or a statement on the Conditions of Approval sheet that states where the plans can be obtained must be filed or recorded;

- (g) if a street, alley, avenue, road, or highway created by the plat will intersect with a state or federal right-of-way, a copy of the access or encroachment permit; and
- (h) any other documents satisfying subdivision application approval required by the governing body to be filed or recorded.

## **APPENDIX B: BROADWATER COUNTY ROAD STANDARDS**

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### **Road Classification**

The purpose of a functional classification system for county roads is to provide for the safe and efficient movement of people and goods while preserving residential areas and maintaining the economic vitality of commercial and industrial areas. The system classifies transportation facilities according to an appropriate integrated network. It is intended to link land use development activities with transportation facilities for optimum utilization of both. The County's functional classification system is intended to follow the Federal classification system. Roadways within the county are classified as:

**Local Road – 1-400 ADT.** Roadways used primarily for direct access to residential, commercial, industrial, or other abutting property. The average daily traffic (ADT) would be projected to be 1-400. If the roadway is in a development with urban density, then paving could be required.

**Local Road – 401-1500 ADT.** Roadways used primarily for direct access to residential, commercial, industrial, or other abutting property. The average daily traffic (ADT) would be projected to be 401-1500. All local roads with 401-1500ADT shall be paved.

**Minor Collector.** Minor collector streets serve the dual functions of distributing traffic between local roads and arterials and providing access to abutting properties. Therefore, higher traffic volumes and higher speeds are the norm. Minor collector streets would carry average daily traffic volumes of 1,500-3,500. Minor Collector streets connect arterial networks and connect neighborhoods to commercial areas; fixed route transit service is low while bicycle and pedestrian activities range from moderate to high. All collector streets shall be paved.

**Major Collector.** Major collector streets serve the dual functions of distributing traffic between local roads and arterials and providing access to abutting properties. Therefore, higher traffic volumes and higher speeds are the norm. Major collector streets would carry average daily traffic volumes greater than 3,500. Major collector streets connect arterial networks and connect neighborhoods to commercial areas; fixed route transit service is low while bicycle and pedestrian activities range from moderate to high. All collector streets shall be paved.

**Arterial.** That part of the roadway system serving as the principal network for through traffic flow. The routes connect areas of principal traffic generation and important rural highways entering the City of Townsend. Typically, a subdivision proposal does not require an arterial roadway. Therefore, no county specific standards are included herein. If an arterial roadway standard is needed, the Montana Department of Transportation (MDT) standards for the appropriate roadway shall be used.

### **Design Controls & Criteria.**

#### **Standard Specifications.**

The standards for Broadwater County roads and bridges, and all other construction within publicly owned right-of-way, shall consist of:

- The Broadwater County Road Standards (County RS) which are the design criteria herein.
- The current published edition of the Montana Public Works Standard Specifications as published and distributed by the Montana Contractors Association.
- **Reference Standards:** To implement the above standards, the following publications and their subsequent revisions shall apply:
  - The current version of the Montana Roadway Design Manual published by the MDT.
  - The current version of the Standard Specifications for Road and Bridge Construction published by the MDT.
  - The current version of the Policy of Geometric Design of Highway and Streets published by the American Association of State Highway and Transportation Officials (AASHTO).
  - The current version of the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration.
  - In the event of conflict with any of the specifications, the County shall specify, in writing, which of the standard specifications will apply.

**Plans for Construction of Roads and Utilities.** Prior to construction the Design Engineer shall submit plans and specifications for street and utility construction for the proposed development to the County for review. The plans and specifications shall include a vicinity map, a plan and profile, special provisions, and reference to the standards specifications including typical sections.

- **The Plan.** The 11" x 17" submittal plan shall include the road alignment at a scale of not less than 1" to 100' showing centerline stationing on all intersection streets, with bearing on centerlines, curve data on all horizontal curves; right-of-way; relevant topography; existing and proposed utility location; street names in the development and adjoining the development; typical roadway section showing placement of utilities, existing and proposed drainage and storm water features; sidewalk ramp locations; flood plain and wetland boundaries; signalization, canalization, striping and signing; and further data as may be required by the County
- **The Profile.** The profile shall show the relevant original ground lines using the same stationing as in the plan, control elevations, grade line showing the proposed grades, vertical curves; all benchmarks, the vertical datum, and such further information as may be reasonably required. For new streets, the relevant original ground lines will show the ground line at centerline at a minimum and at the edges of the right-of-way if grade differences are significant (or alternatively surveyed contour lines on the plan view). For existing streets, the Design Engineer shall provide elevations at the edge of the existing pavement or face of curb, whichever is applicable. The profile lines for roads extending to the perimeter of any development shall be extended a minimum of three hundred (300') feet beyond the perimeter to include any change in contours which would affect the profile of the extension of the proposed road.
- **Special Provisions.** Any special technical provisions shall be shown or referenced on the plans.

- **Format.** The cover sheet of all plans shall include a statement identifying which standard specifications will apply to the project. Plan and profile may be shown on the same sheet with profiles shown on the bottom half of the sheet. Submitted sheets shall measure 11" x 17" based on being a true  $\frac{1}{2}$  size of a 24" x 36" drawing. The 24" x 36" original (not submitted) drawing shall have a borderline of 2  $\frac{1}{2}$ " on the left side of the length of the sheet and  $\frac{1}{2}$ " on remaining sides, so that the true 11" x 17" drawing is proportioned correctly. When more than two plan sheets are used, an overall development layout shall be submitted showing the relationship of roads and utilities.
  - A north arrow shall be shown on each plan view sheet and adjacent to any other drawing which is not oriented the same as other drawings on the sheet.
  - Letter size shall not be smaller than 0.12 of an inch high which equates to a 0.06 of an inch height for the submitted 11" x 17" drawing.
  - All detail drawings, including standard drawings, shall be included in the drawings unless the county standards are referenced with appropriate dimensions clearly supplied in the drawings.
  - A title block shall appear on each sheet of the plan set and shall be placed in the lower, right-hand corner of the sheet, across the bottom edge of the sheet or across the righthand edge of the sheet. The title block shall include the name of the project, the engineering firm, the sheet title, and the owner if not shown on the first sheet.

**Design Criteria.** The Broadwater County roadway design criteria are set out in Table B-1. Such criteria are applicable to roads located within and adjacent to a development. These criteria are intended for normal conditions. The County may require higher standards for unusual site conditions.

### Typical Roadway Sections.

The typical roadway section shall be as shown on the Typical Road Sections in Figures 1, 2, 3 and 4 and shall be detailed on the construction plans submitted for each new roadway or improvement to an existing roadway. The following sections contain information relative to descriptions of the roadway structural section elements.

- **Asphalt Seal Coat.** When asphalt paving is used as the wearing surface, this item shall consist of a single application of asphalt material on the prepared asphalt surface, followed by spreading seal coat aggregate. The asphalt material and application rates shall meet the requirements of the appropriate sections of the latest addition of MPWSS. The aggregate shall meet the gradation as set forth in Table B-2 and shall be spread per the rate of the latest addition of MPWSS.
- **Asphalt Paving.** This consists of hot plant mix asphalt concrete consisting of mineral aggregate and asphalt material mixed at a central hot plant. The mineral aggregate and asphalt material shall meet the requirements of the appropriate sections of the latest addition of MPWSS.
- **Crushed Top Surfacing.** This consists of crushed gravel, stone or other similar material consisting of hard, durable particles of fragments of stone, free of excess of flat, elongated,

soft or disintegrated pieces, dirt, or other deleterious matter. This is the surface course on gravel roads and streets. The material shall meet the gradation as set forth in Table B-3.

- **Crushed Base Course.** This consists of crushed gravel, stone or other similar material consisting of hard, durable particles of fragments of stone, free of excess of flat, elongated, soft or disintegrated pieces, dirt, or other deleterious matter. This is the layer immediately below either a crushed top surfacing or the asphalt paving. The material shall meet the gradation as set forth in Table B-4.
- **Select Base Course.** This consists of crushed or non-crushed sub-base material of hard, durable stone, gravel or other similar materials mixed or blended with sand, stone dust, or other binding or filler materials produced from sources that provide a uniform mixture. The material shall meet the gradation as set forth in Table B-5.

**TABLE B-1 BROADWATER COUNTY ROAD DESIGN CRITERIA**

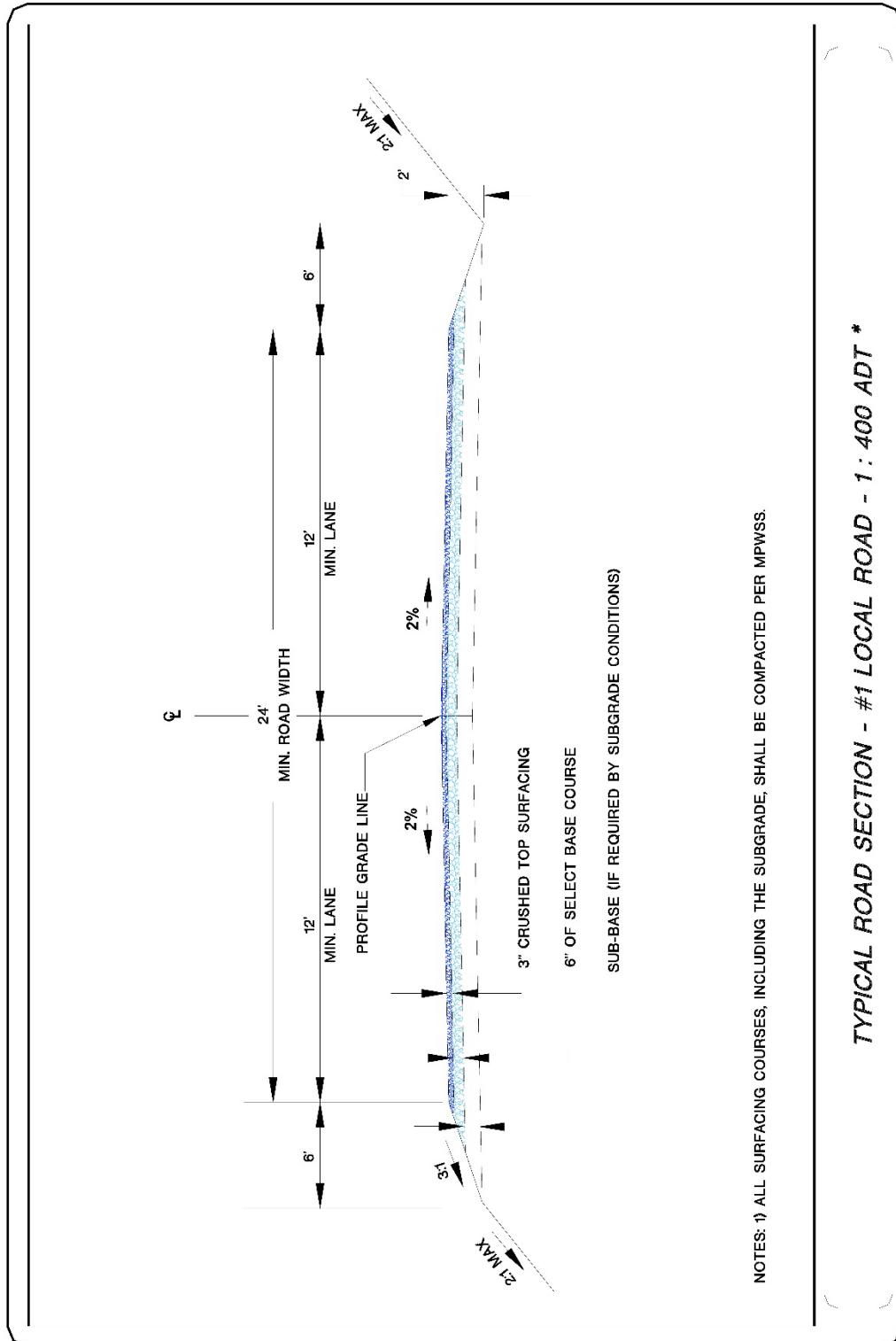
	Terrain	Major Collector	Minor Collector	Local Road Medium to High Density	Local Road Low Density
Design Speed (MPH)	Level	55	50	30	40
	Rolling	45	40	25	30
	Mountainous	45	30	20	20
Curvature-Minimum at Centerline (feet)	Level	575	575	250	250
	Rolling	440	440	175	175
	Mountainous	330	300	110	110
Minimum Stopping Sight Distance (feet)	Level	per AASHTO	425	200	200
	Rolling	"	305	150	150
	Mountainous	"	200	110	110
Maximum Grade	Level	per AASHTO	6%	6%	6%
	Rolling	"	8%	9%	9%
	Mountainous	"	10%	11%	11%
Minimum Roadway Width (feet)		36-40	28-32	24	24
Length of Maximum Grade (feet)		per AASHTO	per AASHTO	per AASHTO	per AASHTO
Minimum Grade		0.5%	0.5%	0.5%	1%
Superelevation		per AASHTO	per AASHTO	N/A	N/A
Minimum Intersection Spacing (feet)		500 or as determined by state agency	275	100	150
Driveway Spacing (feet)		45	45	40	40
Maximum Length of Cul-de- Sac (feet)		Not Allowed	Not Allowed	1500	1500
Minimum Radius of Cul-de- Sac (feet)		Not Allowed	Not Allowed	40	40
Minimum Radius of cul-de- sac right-of-way width (feet)		Not Allowed	Not Allowed	50	50
Sight Distance Triangle (feet)	Level	300	255	120	170
	Rolling	210	170	95	120
	Mountainous	210	120	80	80
Minimum Right of Way Width (feet)		100	80	60	60
Vertical Clearance (feet)		16.5	16.5	14.5	14.5
Intersection Curb Return Radii (feet)		25	25	15	15
Minimum Sidewalk Width (feet)		5	5	5	5
Sidewalk Offset From Back of Curb (feet)		5-10	5-10	5	N/A
Bike Lane Width (feet)		4-8	4-8	N/A	N/A
Minimum Culvert Diameter (inches)		18	15	15	15
Minimum Culvert Cover (feet)		Supplier's Recommendation	Supplier's Recommendation	Supplier's Recommendation	Supplier's Recommendation
Minimum Culvert Grade		0.5%	0.5%	0.5%	0.5%
Culvert Material		Support HS-20 Loading	Support HS-20 Loading	Support HS-20 Loading	Support HS-20 Loading

1 Where parking will be permitted add eight feet on each side. If guardrail installation is required or a shoulder is desired, add two feet to each side of roadway.

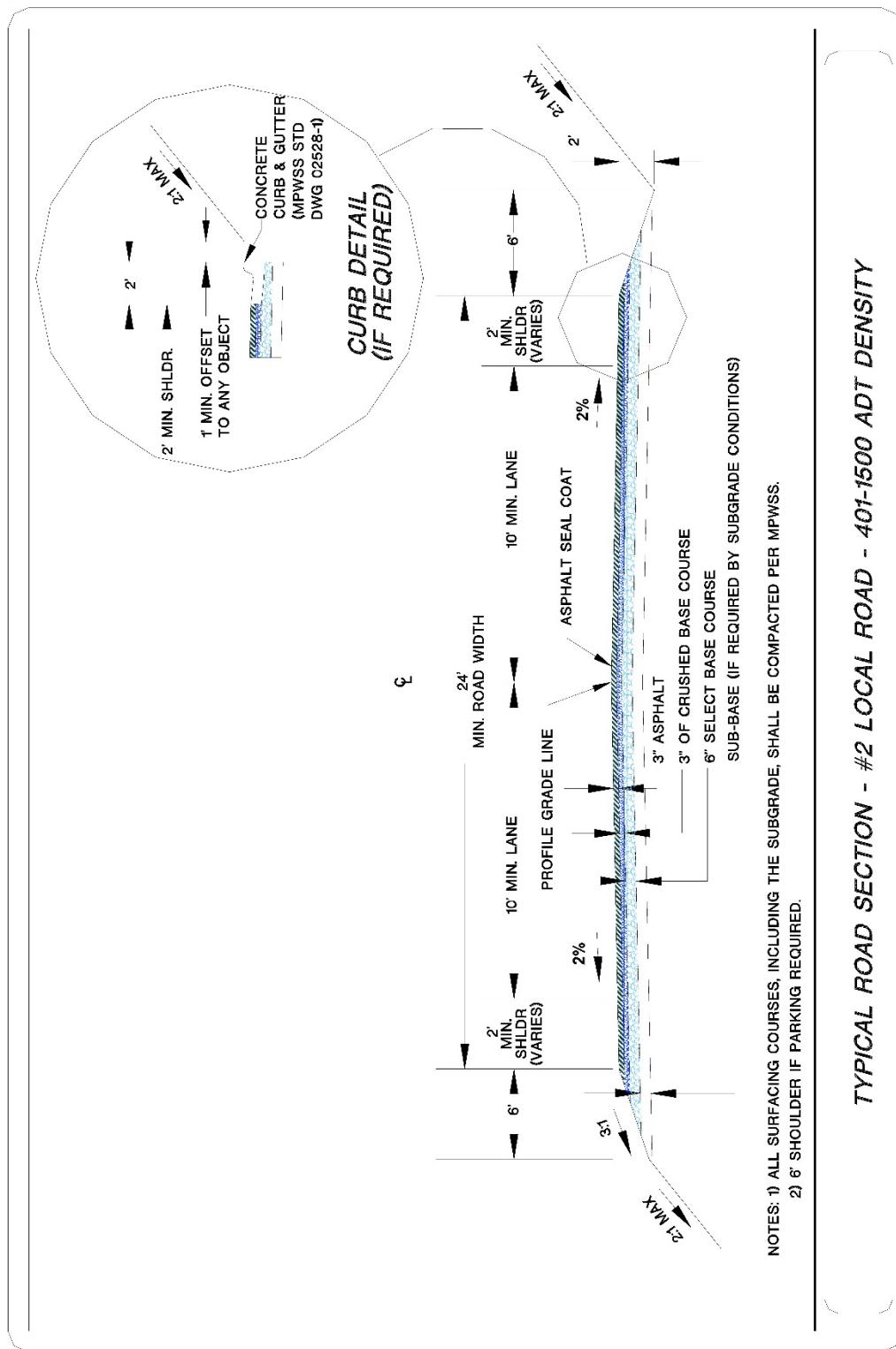
2 Curvature is based on a super-elevation of .08/ft.

3 Width of the bridge roadway surface should match the width of the roadway system it joins.

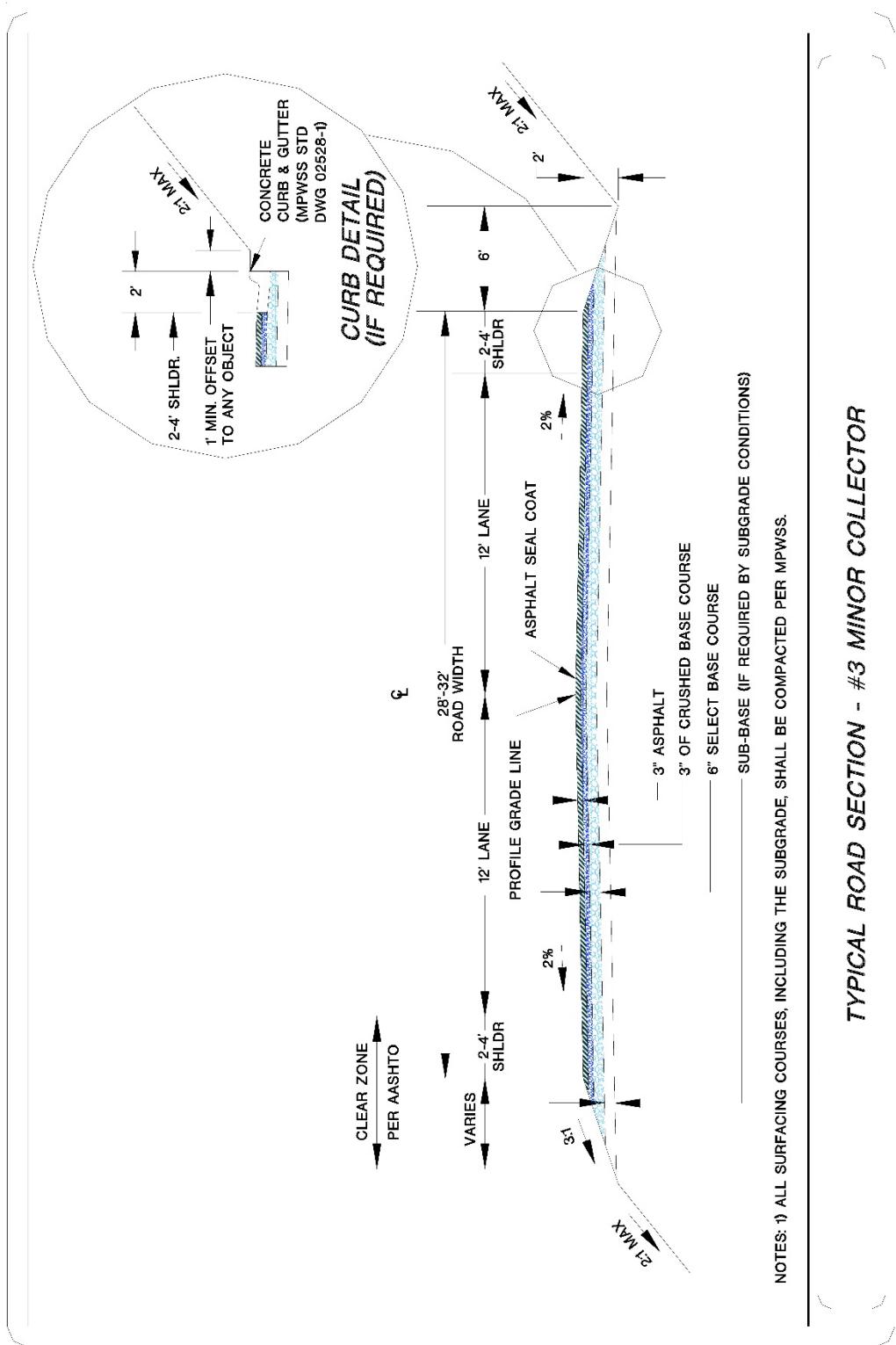
4 Crown on all roads to 2%



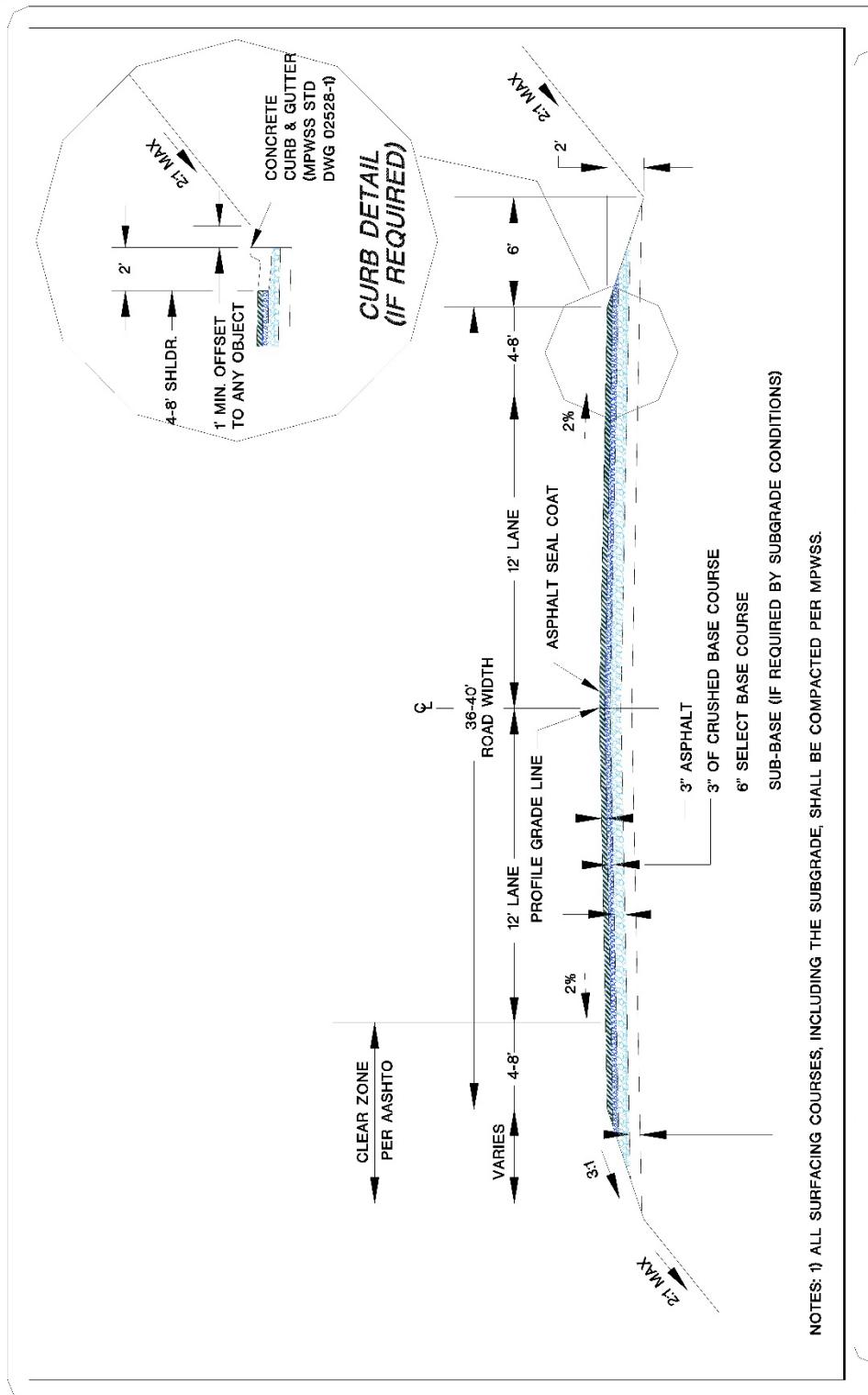
**FIGURE 1**



## FIGURE 2

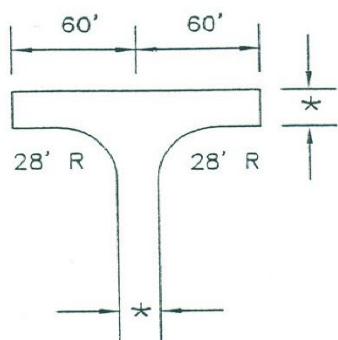


### FIGURE 3

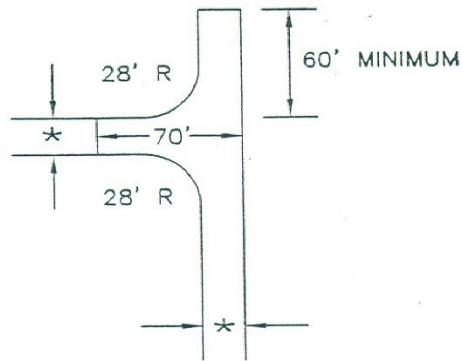


**FIGURE 4**

## ACCEPTABLE TURNAROUNDS

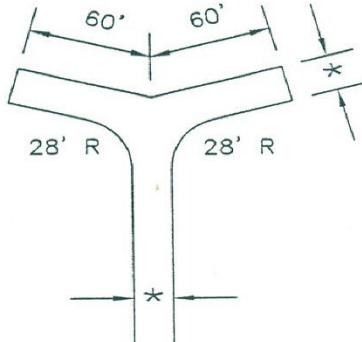


120' HAMMERHEAD

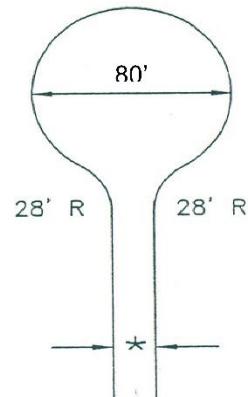


ACCEPTABLE ALTERNATIVE  
TO 120' HAMMERHEAD

ALL STREET DIMENSIONS ARE BASED ON CITY  
STREET STANDARDS AND ARE FROM FACE OF CURB.



ACCEPTABLE ALTERNATIVE  
TO 120' HAMMERHEAD



80' CUL-DE-SAC

TURNAROUNDS ARE BASED ON THE INTERNATIONAL  
FIRE CODE INSTITUTE APPLICATION MANUAL (1995 E

**FIGURE 5**

**TABLE B-2**  
**SPECIFICATION FOR CHIPS - ASPHALT SEAL COAT MATERIAL**  
**3/8" Asphalt Seal Coat Aggregate**

<b>TABLE OF GRADATIONS</b>	
Percentage by Weight Passing Square Mesh Sieves(Montana Test Method MT-202)	
Sieve Size	Grade 2
1/2" sieve	100%
3/8" sieve	85-100%
#4 sieve	10-30%
#10 sieve	0-10%
#40 sieve	0-2%

The material from which aggregate is to be produced shall have a wear factor not to exceed 50 percent at 500 revolutions, as determined by MT-209. The abrasion test shall be run using a 5000-gram sample charge material between 3/8 inch and #4 sieves and an abrasive charge of eight balls.

At least 50 percent by weight of the aggregate retained on the #4 sieve shall have at least one mechanically fractured face.

**TABLE B-3**  
**SPECIFICATION FOR CRUSHED TOP SURFACING**

<b>TABLE OF GRADATIONS</b>	
Sieve Size	Grade 2
1" sieve	
3/4" sieve	100%
1/2" sieve	
No. 4 sieve	40-80%
No. 10 sieve	25-60%
No. 200 sieve	8-20%

Meet the following requirements for crushed top surfacing, including added binder, or blending material:

- Dust Ratio: the portion passing the No. 200 sieve cannot exceed two-thirds of the portion passing the No. 40 sieve.
- The maximum liquid limit and plasticity index for the material passing the No. 40 sieve must not exceed 35, while the plasticity index may vary from 3 to 10.
- A wear factor not exceeding 50% at 500 revolutions.

At least 20 percent by weight of the aggregate retained on the No. 4 sieve must have on fractured face.

**TABLE B-4**  
**SPECIFICATION FOR CRUSHED BASE COURSE**

<b>TABLE OF GRADATIONS</b>			
Percentages by weight passing square mesh sieve			
<b>Passing</b>	<b>1 ½" Minus</b>	<b>1" Minus</b>	<b>¾" Minus</b>
2" sieve	--		
1 ½" sieve	100		
1" sieve	--	100	
¾" sieve	--	--	100
½" sieve	--	--	--
No. 4 sieve	25-60	40-70	40-70
No. 10 sieve	--	25-55	25-55
No. 200 sieve (not more than)	0-8	2-10	2-10

- A tolerance of 5 percent, by weight, up to the next above-specified gradation (2 ½" for 2" max.) is allowed. The produced material passing the maximum screen opening and retained on the No. 4 sieve shall be reasonably well graded in its grading between those limits within 5 percent.
- Suitability of the aggregate for its particular use is determined by the final gradation required for grading, as established by the Design Engineer, within the limits allowed in the table for the grading specified.
- That portion of the fine aggregate passing the No. 200 sieve must be less than 60 percent of that portion passing the No. 40 sieve.
- The liquid limit for that portion of the fine aggregate passing a No. 40 sieve cannot exceed 25, nor the plasticity index exceed 6, as determined by AASHTO T89 and T90.

**TABLE B-5**  
**SPECIFICATION FOR SELECT SUB-BASE COURSE**

<b>Passing</b>	<b>TABLE OF GRADATIONS</b>				
	Percentages by weight passing square mesh sieve				
	<b>4" Minus</b>	<b>3" Minus</b>	<b>2 ½" Minus</b>	<b>2" Minus</b>	<b>1 ½" Minus</b>
4" sieve	100%				
3" sieve	--	100%			
2 ½" sieve	--	--	100%		
2" sieve	--	--	--	100%	
1 ½" sieve	--	--	--	--	100%
No. 4 sieve	25-60%	25-60%	25-60%	25-60%	25-60%
No. 200 sieve (not more than)	2-12%	2-12%	2-12%	2-12%	2-12%

- A tolerance of 5 percent, by weight, up to the next above-specified gradation (2 ½" for 2" max.) is allowed. The produced material passing the maximum screen opening and retained on the No. 4 sieve shall be reasonably well graded in its grading between those limits within 5 percent.
- Suitability of the aggregate for its particular use is determined by the final gradation required for grading, as established by the Engineer, within the limits allowed in the table for the grading specified.
- The liquid limit for that portion of the fine aggregate passing a No. 40 sieve cannot exceed 25, nor the plasticity index exceed 6, as determined by AASHTO T89 and T90.

**Intersections.** Intersections shall be designed to meet the standards provided in Table B-1, Road Design Criteria of these standards. The following additional items shall also be incorporated into design and construction.

- Roads shall be laid out to intersect at an angle as near to a right angle (ninety-degree angle) as practicable within plus or minus 5 degrees.
- Intersections shall have a minimum corner radius of 15 feet along the right-of-way lines of local roads and a minimum corner radius of 25 feet at the right-of-way line at the intersection of collector or arterial roads unless road improvements require a greater radius.
- On collector and arterial roads, the dedication of right-of-way on corners shall include the chord of the radius. The County will accept an easement for this chord instead of dedication of right-of-way.
- Opposing intersection of major collector roads and /or arterial roads shall either be aligned or will be separated by the minimum distance specified in Table B-1.
- No more than two streets may intersect at one point.
- Intersection design shall provide acceptable visibility for traffic safety.

- Hilltop and swale intersections are discouraged and will not be allowed where adequate sight distance (per Table B-1) cannot be assured.
- The approaching roadway shall not have a grade exceeding 3% for 50' from the edge of the through roadway, or for 20' outside of the through roadways right-of-way line, whichever is a lesser distance.
- Intersections of local streets with major collector streets or arterial streets shall be kept to a minimum.

**Dead End Roads.** The maximum length for a dead-end road is 1500 feet. All dead-end roads shall be provided with cul-de-sac or other approved turn-a-round area. The cul-de-sacs shall be limited to a length and radius as shown in Table A. See Figure 5 for illustrations of acceptable hammerhead Ts and cul-de-sacs.

**Turnouts.** A widening in a travel way of sufficient length and width to allow vehicles to pass one another. All turnouts shall be constructed of the same material as the roadway/driveway that it serves. Turnouts shall be 50 feet long and be of sufficient width that when the turnout and the road surface are added together that a total width of 20 feet is provided.

**Road Certification.** Certification that new roads are constructed to County Road Standards shall be provided by the inspecting engineer, with concurrence from the County Public Works Department, after periodic inspections. Upon completion of the inspection, the inspecting engineer shall file with the Board of County Commissioners a statement either certifying that the improvements have been completed in the required manner or listing the defect in those improvements.

**Road Maintenance Policy.** Broadwater County will accept no new roadways for maintenance.

**Trails.** Maintenance of trails, non-motorized paths and bicycle paths will not be provided by Broadwater County without written approval and development of a separate maintenance funding mechanism.

**Signs.** All road signs must be designed, constructed, and located according to the standards in the most current version of the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration. Signs identifying pertinent information such as “dead-end road,” “bridge out,” and so forth shall be appropriately located as designated by the MUTCD.

**Road Naming and Addressing Standards.** These shall follow the recommendations of the Broadwater County Planning Department.

**Bridges and Cattleguards.** On county roads, bridges and cattleguards shall be constructed of non-combustible materials.

**2024 BROADWATER  
COUNTY**

**Subdivision Application  
Supplements**

**APPENDIX C**

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## **Supplement 1: REQUEST FOR PRE APPLICATION MEETING**

**Please complete this form and attach all required materials and submit it to the subdivision administrator to schedule a pre-application meeting. The subdivision administrator will contact you and hold the meeting within 30 days.**

### **Applicant Information:**

Pre-application Date: \_\_\_\_\_ Preliminary Plat Review Fee: \_\_\_\_\_

Type of Subdivision: First Minor: \_\_\_\_\_ Subsequent Minor: \_\_\_\_\_ Major: \_\_\_\_\_ Amended: \_\_\_\_\_

Working Name of Subdivision: \_\_\_\_\_

Name of Landowner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Subdivider/Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Parcel Description:**

Legal Description: \_\_\_\_\_ of Section \_\_\_\_\_ Township \_\_\_\_\_ N Range \_\_\_\_\_ E

Parcel Total Size: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Sanitation: local: \_\_\_\_\_ or DEQ: \_\_\_\_\_ Flood Plain: FIRM Map No. \_\_\_\_\_

Road Access: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Type of development: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Condominium \_\_\_\_\_  
Commercial/Industrial \_\_\_\_\_ Other, describe \_\_\_\_\_

Jurisdictional Area: \_\_\_\_\_

The following information must be submitted with this form:

### **Attachments**

1. Existing Conditions Sketch Map;

The sketch may be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division at a scale of 1 inch to 400 feet or larger that is adequate to show the property and must include the following:

- location;
- approximate tract and lot boundaries of existing tracts of record;
- description of general terrain;
- natural features on the land, including water bodies, floodplains geologic hazards, and soil types;
- existing structures and improvements;
- existing utility lines and facilities serving the area to be subdivided
- existing easements and rights of way;

2. Documentation on the status of the site, including:

- ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide;
- water rights, including location of Agricultural Water User Facilities;
- any special improvement districts; and
- rights of first refusal for the property
- existing zoning or development regulation standards;
- existing conservation easements; and
- existing covenants or deed restrictions.

3. Proposed Improvements Sketch Map;

The sketch may be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division at a scale of 1 inch to 400 feet or larger that is adequate to show the property and must include the following:

- tract and proposed lot boundaries;
- proposed public and private improvements;
- location of utility lines and facilities
- easements and rights of way;
- parks and open space and proposed conservation easements;

Please provide one paragraph narrative description of the development project: \_\_\_\_\_

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*This form services as written notice that requires the subdivider to meet with the Subdivision Administrator to review subdivision application prior to the subdivider submitting the application meets the requirements of Section 76-3-504(1)(q)(i), MCA.*

*This form is only a record of a pre-application meeting between the applicant and the Broadwater County Subdivision Administrator. The applicant is hereby notified that this completed form, as well as anything discussed at the related meeting, does not guarantee Broadwater County's approval or conditional approval in any way of the applicant's proposed subdivision.*

---

Applicant Signature

---

Date:

**For Office Use only**

### **Interoffice Notification:**

### **Planning Comments:**

### **Sanitarian Comments:**

## **SUPPLEMENT 2: LIST OF POTENTIAL AGENCY CONTACTS**

Pursuant to Section 76-3-504(1)(q)(iii), MCA, a subdivider shall be provided a list of *public utilities, those agencies of local, state, and federal government, and any other entities that may be contacted for comment on the subdivision application and the timeframe that the public utilities, agencies, and other entities are given to respond.*

The following is a list of public utilities, local, state, and federal government agencies and other entities that have a substantial interest in subdivisions in Broadwater County that may be contacted for comment on subdivision applications:

### ***Federal:***

- ❖ United States Forest Service (USFS)
- ❖ United States Fish and Wildlife Service (USFWS)
- ❖ Bureau of Reclamation
- ❖ Geological Survey (USGS)
- ❖ Federal Emergency Management Agency (FEMA)
- ❖ Bureau of Land Management (BLM)
- ❖ Natural Resources Conservation Services (NRCS)

### ***Other:***

- ❖ Postal Services
- ❖ Utilities companies
- ❖ Airport Authority
- ❖ Railway Systems
- ❖ Ambulance Services & Medical Service Providers
- ❖ Fire Departments/District
- ❖ Applicable irrigation water district or ditch companies
- ❖ Water and sewer districts
- ❖ Adjacent Subdivision Homeowners Associations
- ❖ Any subcontractor of listed entities
- ❖ Other pertinent agencies for development

### ***Montana State:***

- ❖ Department of Transportation (MDT)
- ❖ Department of Fish, Wildlife, and Parks Service (MT FWPS)
- ❖ Department of Environmental Equality (MT DEQ)
- ❖ Department of Natural Resources and Conservation (MDNRC)
- ❖ Bureau of Mines and Geology
- ❖ Montana State Historic Preservation Office (MT SHPO)

### ***Broadwater County:***

- ❖ Sanitarian Office
- ❖ Public Works Department (Roads)
- ❖ Sheriff
- ❖ Attorney
- ❖ Landfill (solid waste)
- ❖ Weed District
- ❖ Superintendent of Schools
- ❖ Flood Plain Administrator
- ❖ Soil Conservation District
- ❖ Planner

This list *may not* include all departments and agencies.

## **SUPPLEMENT 2(b): LIST OF POTENTIAL AGENCY CONTACTS**

This serves as written notice to the Applicant that the Subdivision Administrator meets the requirements of Section 76-3-504(1)(q)(iii), MCA “*requires a list to be available to the subdivider of the public utilities, those agencies of local, state, and federal government, and any other entities that may be contacted for comment on the subdivision application and the timeframe that the public utilities, agencies, and other entities are given to respond*”.

The following is a list of public utilities, local, state, and federal government agencies and other entities that have a substantial interest in subdivisions in Broadwater County which may need to be contacted for comments on subdivision applications. These entities may also present comments at the public hearing.

### ***Broadwater County:***

<b>Board of Commissioners</b>  515 Broadway Townsend, MT 59644  <a href="mailto:commissioners@co.broadwater.mt.us">commissioners@co.broadwater.mt.us</a>	<b>County Attorney</b>  515 Broadway Townsend, MT 59644	<b>Clerk &amp; Recorder Office</b>  515 Broadway Townsend, MT 59644  <i>(records of land ownership, easements, and recording of final plat/surveys and documents.)</i> <b><i>There are filing fees for plats/surveys and documents.</i></b>
<b>Public Works Department</b>  515 Broadway Townsend, MT 59644  <i>(Roads, landfill, and rural addressing assistance, and serves as the <b>County Flood Plain Manager</b>)</i>	<b>Sanitarian Office</b>  515 Broadway Townsend, MT 59644	<b>County Examining Surveyor:</b>  Contact Planning Dept.
<b>Sheriff</b>  519 Broadway Townsend, MT 59644	<b>Superintendent of Schools</b>  201 N Spruce Street Townsend, MT 59644	<b>Weed District</b>  515 Broadway Townsend, MT 59644
<b>County Fire Department</b>  Broadwater County or Three Forks Rural	<b>Ambulance Services:</b>  Billings Clinic Broadwater 110 N Oak St. Townsend, MT 59644	

**State Resources:**

<b>Dept. of Fish, Wildlife, and Parks Service</b>  Montana Fish, Wildlife & Parks 1400 South 19th Ave. Bozeman, MT 59718-5496	<b>Department of Environmental Equality (DEQ)</b> 1520 East Sixth Avenue P.O. Box 200901 Helena, Montana 59620 (406) 444-4400 { <i>Federal Agency is Environmental Protection Agency (EPA)</i> }	<b>Dept. of Natural Resources (MT DNRC)</b>  1539 11 <sup>th</sup> Avenue Helena, MT 59601
<b>Montana Bureau of Mines and Geology</b> 1300 West Park Street Butte, MT 59701-8997 (406) 496-4167 ( <i>geology, ground water, water quality, well logs, topographic maps</i> )	<b>Montana State Historic Preservation Office (MT SHPO)</b> 1410 Eighth Avenue Helena MT 59620 (406) 444-7715 ( <i>cultural, historical, etc...</i> )	<b>Department of Transportation (MDT)</b>  2701 Prospect Ave, P.O. Box 201001 Helena, MT 59620-1001  ( <i>access to state highways, Broadwater County traffic data maps, aerial photographs</i> )

**Federal Resources:**

<b>Bureau of Land Management</b> ( <i>vegetation, maps, topography</i> )  5001 Southgate Drive Billings, MT 59101 (406)896-5004	<b>Geological Survey (USGS)</b> 3162 Bozeman Avenue Helena, MT 59601 (406) 457-5900 Fax: (406) 457-5990 ( <i>geology, surface, and ground water, water quality, floodways, topographic maps</i> )	<b>Fish &amp; Wildlife Service</b> 1420 East Sixth Avenue P.O. Box 200701 Helena, MT 59620-0701 ( <i>topography, surface water, soil maps, vegetation, wildlife, fire hazards, maps</i> )
<b>Federal Emergency Management Agency (FEMA)</b> U.S. Department of Homeland Security 500 C Street SW Washington, D.C. 20472 (202) 646-2500	<b>Natural Resources Conservation Services (NRCS)</b> 10 East Babcock Street Federal Building, Room 443 Bozeman, MT 59715-4704 ( <i>soils, surface water, flood hazards, erosion</i> )	<b>Bureau of Reclamation</b> 316 North 26 <sup>th</sup> Billings, MT 59101 <b>Mailing Address:</b> P.O. Box 36900 Billings, MT 59107-6900

**\*\*\*Disclaimer:** This list *may not* contain all departments of Broadwater County and State and Federal agencies who may have an interest or may need to be contacted for comments. The contact information may change due to: relocation of office, change in staff, and changes in the department/agency.

For a list of Engineers, Surveyors, developers, or contractors this office suggests researching the phone book or using an internet search engine as it is unethical for this office to provide the name of one firm over another.

## **SUPPLEMENT 3:**

## **PRE-APPLICATION COMPLIANCE LIST**

---

Pursuant to Section 76-3-504(1)(q)(ii), MCA, “*requires, for informational purposes only, identification of the state laws, local regulations, and growth policy provisions, if a growth policy has been adopted, that may apply to the subdivision review process*”, the following list identifies sources of the rules and regulations that may apply to the subdivision review process:

Broadwater County will review the proposed subdivision for compliance with the provisions found in the following state laws, local regulations, and policies.

1. Montana’s Subdivision and Surveying Laws and Regulations – Title 76, Chapter 3
2. Montana’s Sanitation and Surveying Laws and Regulations – Title 76, Chapter 4
3. Montana’s Department of Environmental Quality Administrative Rules for the Montana Sanitation in Subdivisions Act.
4. Montana Department of Labor and Industry Administrative Rules for the Montana Subdivision and Platting Act – Uniform Standards for Survey Monumentation, Certificate of Survey and Final Subdivision Plats.
5. Broadwater County Subdivision Regulations
6. Broadwater County Sanitation Regulations
7. Broadwater County Floodplain Regulations
8. Broadwater County Growth Policy

This serves as written notice to the Applicant that Subdivision Administrator meets the requirements of Section 76-3-504(1)(q)(ii), MCA.

## **SUPPLEMENT 4: SUBDIVISION PRELIMINARY PLAT** **APPLICATION FORM & ELEMENT CHECKLIST**

---

1. Date of Pre-Application Meeting: \_\_\_\_\_ Date of Application submittal: \_\_\_\_\_
2. Name of the proposed subdivision \_\_\_\_\_
3. Type of Subdivision: First Minor: \_\_\_\_\_ Subsequent Minor: \_\_\_\_\_ Major: \_\_\_\_\_  
Amended: \_\_\_\_\_
4. Total number of Lots: \_\_\_\_\_ Total number of Blocks: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_
5. Legal description: \_\_\_\_\_ of Section \_\_\_\_\_ Township \_\_\_\_\_ N Range \_\_\_\_\_ E
6. Property Physical Address: \_\_\_\_\_  
\_\_\_\_\_
7. Existing land use: \_\_\_\_\_
8. Type of proposed development: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_  
Condominium \_\_\_\_\_ Commercial/Industrial \_\_\_\_\_ Other, describe \_\_\_\_\_  
\_\_\_\_\_
9. Sanitation: local: \_\_\_\_\_ or DEQ: \_\_\_\_\_ Flood Plain: FIRM Map No. \_\_\_\_\_
10. Road Access: \_\_\_\_\_
11. Existing Zoning District: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_
12. Variance request: \_\_\_\_\_
13. Fire Dept/District: \_\_\_\_\_ Police/Sheriff area: \_\_\_\_\_
14. Property Owner Name: \_\_\_\_\_  
Address (Street or P.O. Box, City, State, Zip Code), Phone number and Email address
15. Applicant Name: \_\_\_\_\_  
Address (Street or P.O. Box, City, State, Zip Code), Phone number and Email address
16. Preparer/Agent Name: \_\_\_\_\_  
Address (Street or P.O. Box, City, State, Zip Code), Phone number and Email address
17. Surveyor Name: \_\_\_\_\_  
Address (Street or P.O. Box, City, State, Zip Code), Phone number and Email address

18. Engineer Name: \_\_\_\_\_

Address (Street or P.O. Box, City, State, Zip Code), Phone number and Email address

19. Preliminary plat submittal must include the following elements:

For each item listed below, the Applicant places a checkmark in **Column A** to indicate if the required element is included in the submitted application. Any item considered “not applicable” and marked in **Column B** must be explained in a narrative and attached to this form. A detailed description of each element listed below can be found in Supplement 4.

<b>Preliminary Plat Elements Checklist</b>		<b>Column A “Included”</b>	<b>Column B N/A</b>	<b>FOR OFFICE USE ONLY, Subdivision Administrator Verification</b>
1	A completed and signed subdivision application form			
2	Table of Contents that follow this Checklist			
3	The required review fee			
4	A preliminary plat (and if applicable a preliminary site plan)			
5	A copy of the most current certificate of survey or subdivision plat pertaining to the subject parcel to be subdivided			
6	A vicinity sketch, as described in the Supplements (#5), showing the location of the nearest utilities.			
7	A topographic map			
8	A stormwater drainage plan			
9	If development is planned in phases, a phasing plan meeting the requirements of Section IV-A-2			
10	Title Report, dated no more than 6 months prior to date of preliminary plat submittal			
11	Lienholders' acknowledgement of subdivision			
12	Documentation of legal and physical access			
13	Documentation of existing easements, including those for agricultural water user facilities			
14	Existing covenants and deed restrictions			
15	Existing water rights			
16	Existing mineral rights			
17	Names and addresses of all adjoining property owners (Two sets of adhesive labels for major applications)			
18	Proposed road plans and profiles, include the location and dimensions of the roads and if proposed alleys, sidewalks, and / or paths			
19	Approach/access/encroachment permits submitted to Montana Department of Transportation or the local jurisdiction			

20	Road Maintenance Agreement (or plan)			
21	Proposed easements, including the location of the nearest utilities			
22	Proposed disposition of water rights			
23	Proposed disposition of mineral rights			
24	Parkland dedication calculations, location of and description of proposed parkland, or cash-in-lieu (requirement for major subdivisions)			
25	Environmental assessment and/or summary of probable Impacts			
26	Transportation Impact Analysis/Study or Preliminary Engineering Report (PER)			
27	Noxious Weed Management Compliance Plan			
28	Existing and proposed property owners' association documents, including draft articles of incorporation, declaration and bylaws			
29	FIRM or FEMA panel map and letter identifying floodplain status			
30	Required water and sanitation information, (if required a copy of the full DEQ application)			
31	Letter requesting a revocation of agricultural covenants			
32	Letter indicating locations of cultural or historic resources			
33	Variance request; (and required variance fee)			
34	Re-zoning (or Conditional Use Permit) application or approval			
35	An engineering study that identifies the Base Flood Elevation (BFE)			
36	Letter identifying and proposing mitigation for potential Hazards or other adverse impacts not covered by any of the above required materials, (e.g. oil well site)			
37	Such additional relevant and reasonable information as identified by the subdivision administrator that is pertinent to the required elements of this section			
38	If proposing a first minor subdivision, or a subsequent minor subdivision, a copy of each instrument of transfer or tract pertaining to the subject parcel filed or recorded since July 1, 1973. The instrument of transfer includes but not limited to deed(s), certificate of survey(s) or subdivision plat(s).			

***This application must be signed by both the applicant and property owner (if different) before the submittal will be accepted.***

*I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge.*

*Applicant's Signature*

*Property Owner's Signature*

Satisfactory completion of the elements checklist by the Subdivision Administrator is written confirmation to the Applicant that the application submittal contains the elements required by the Subdivision Regulations pursuant to Section 76-3-604(2)(a), MCA. Incomplete provision of the elements in the checklist by the Subdivider will result in a written notification by the Subdivision Administrator pursuant to Section II-A-3 of the Broadwater County Subdivision Regulations.

The completed checklist is also notification to the Applicant that the Subdivision Administrator may send copies of the submittal, and other correspondence pertaining to the application, to any of the agencies on the attached *Reviewing Agency List* for the purpose of obtaining their assistance in determining if the submittal elements contained detailed, supporting information sufficient to allow an adequate review pursuant to Section 76-3-604(2)(c), MCA.

<b>Subdivision Administrator Use Only</b>	
Element Completion Date:	Sufficiency Completion Date:
Planning Board Public Meeting/Hearing Date:	County Commission Public Meeting Date:
Subdivision Administrator Signature and Date:	

*The Element and Sufficiency Review, Planning Board Public Hearing, and the County Commissioners Public Meeting Dates are tentative pending completeness of the application and are not intended for application absolute timeline.*

## **SUPPLEMENT 5: Subdivision Application and Preliminary Plat Application Submittal Requirements**

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### **Subdivision Application and Preliminary Plat.**

The subdivider shall provide the required copies of the preliminary plat and supplement materials as identified by the Subdivision Administrator.

The required copies of the all supplemental materials shall be organized format with a cover sheet (summary of the subdivision proposal), table of contents that reflects the application check list in Supplement 4, identification tabs for each section and shall be bound in a three-ring binder (at least 2 inch) for each set and ready for distribution. The subdivider shall also provide an electronic form (PDF format).

1. Preliminary Plat Subdivision Application Form:

The subdivider shall submit a completed subdivision application form that is signed by the landowner(s) of record.

2. Preliminary Plat Review Fee:

The subdivider shall submit the required review fee as identified in the pre-application meeting, in Section I-L-3 of the Broadwater County Subdivision Regulations and as identified the adopted Fee Schedule.

3. Preliminary Plat (and if applicable preliminary site plans).

The subdivider shall submit a 24 inch by 36 inch size, 18 inch by 24 inch in size and/or 11 inch by 17 inch size as specified by the subdivision administrator preliminary plat completed by a land surveyor.

a) As requested by the Subdivision Administrator the subdivider shall submit additional copies for the Planning Board and governing body. The following information must be provided on the preliminary plat:

- a. The subdivision or development name (the title must contain the words “plat” and/or “subdivision”). No duplication of subdivision name;
- b. The legal description, including Section, Township, and Range, and any underlying survey data;
- c. A north arrow;
- d. The scale used on the plat;
- e. The certification of a professional land surveyor;
- f. The certification of a professional engineer (if the preliminary plat application or data includes engineering plans or specifications);
- g. The names of all owners of record and the subdivider [if different from the owner(s)];
- h. The date the preliminary plat is completed;
- i. Proposed lot layout with approximate dimensions and sizes;
- j. Lots and blocks identified by number or letter;
- k. The use of each lot;
- l. The exterior boundaries of the parcel proposed for subdivision with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular shoreline or body of water, the bearings and distances of a closing meander traverse shall be given;

- m. All existing streets, roads, highways, streets, avenues, alleys, and/or access easements within or adjacent to the subject property (all existing Petition numbers and Book and Page numbers are to be shown);
- n. All proposed streets, roads, alleys, avenues, and easements; the width of the easement or right-of-way, grades, curvature of each;
  - i. Layout, numbers (or if acceptable, name), and widths of proposed streets or easements with proper dedications
- o. Existing and proposed road and street numbers (or if acceptable, name);
- p. Proposed location of intersections for any subdivision requiring access to state or local streets, roads, avenues, alleys, or highways;
- q. The names and addresses of adjoining platted subdivisions and recording information from adjoining subdivisions, certificates of survey, or unplatted lands;
- r. The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary;
- s. Approximate area, location, boundaries, and dimensions of all parks, open space, common grounds, and other grounds dedicated for public use; (use of proper dedication is required). Including existing parks, open space, etc...
- t. The total gross area of the subdivision and the total net area, exclusive of public areas and rights-of-way;
- u. Existing and proposed infrastructure and proposed utilities including all existing Book and Page numbers are to be shown:
  - i. The approximate location, size, and depth of existing and proposed sanitary and storm sewers;
  - ii. The approximate location, size, and depth of existing and proposed water mains, lines, wells, and facilities; and
  - iii. The approximate locations of gas lines, fire hydrants or firefighting water storage facilities, electric and telephone lines, and street lights.

4. A copy of the most current certificate of survey or subdivision plat pertaining to the subject parcel to be subdivided.
5. A vicinity sketch showing:
  - a) The approximate locations of all existing buildings, structures, utilities and other improvements;
  - b) Ownership of lands immediately adjoining a subdivision, and existing buildings, structures, and other improvements on those lands; and
  - c) Any existing or proposed zoning classification of the tract and adjacent lands, if applicable.
    - a. including any proposed variance requests.
6. A topographic map:
  - a) For any land area which will be subdivided or disturbed, contour intervals of 2' where the average slope is less than 10%; intervals of five feet where the average slope is greater than 10% and less than 15%; and intervals of ten feet where the average slope is 15% or greater.
  - b) Slopes greater than 25% shall be shown as no-build zones.
7. A stormwater drainage plan that meets the standards identified in DEQ Circular 8 and the specifications as required by ARM 17.36.310.
8. If development is planned in phases, a phasing plan meeting the requirements of Section IV-A-2.
9. Title Report, dated not more than 6 months prior to the date of submittal.
10. Lien holders' Acknowledgement of Subdivision for each lien holder identified on the Title Report or Title Insurance Guarantee.

11. Documentation of legal and physical access.
12. Documentation of existing easements, including those for agricultural water user facilities.
13. Existing covenants and deed restrictions.
14. Documentation of existing water rights.
15. Documentation of existing mineral rights.
16. Names and addresses of all adjoining property owners (Two sets of adhesive labels for major applications).
17. Proposed road plan and profile, include the location and dimensions of the roads and if proposed alleys, sidewalks, and / or paths; that includes:

Shall be drafted by a professional engineer licensed in Montana.

  - a) Proposed street name(s).
  - b) Right-of-way or easement widths;
  - c) Pavement widths;
  - d) Street grades;
  - e) Pavement and base thickness;
  - f) Typical cross sections for each type of road;
  - g) Road profiles and cross sections for all proposed streets and roads which have grades exceeding 5%, or cuts and fills exceeding 3'.
  - h) The type and location of sidewalks and curbs (where required);
  - i) The minimum site distances at corners;
  - j) The minimum curb radiiuses at corners;
  - k) For cul-de-sac streets:
    - a. Widths of turn around radiiuses;
    - b. Minimum right-of-way widths at the turnarounds;
    - c. Minimum pavement or road surface width at the turnarounds;
    - d. Total lengths of the streets. The locations and characteristics of bridges and culverts;
      - i. The locations and dimensions of adjoining lots and open spaces;
      - ii. The locations and widths of easements and dedicated land, which provide a buffer between the subdivision lots and streets;
      - iii. Typical grading and location of intersections with private driveways; and
      - iv. Description of how the roads will be maintained.
18. Approach/access/encroachment permits from Montana Department of Transportation or the local jurisdiction;
19. Road maintenance agreement (or plan);
20. Proposed easements, include the location of the nearest utility;
21. Proposed disposition of water rights, as required by Section VI-O of the subdivision regulations; a signed statement by the landowner(s) stating their intent whether they will keep the water rights or transfer the water rights.
22. Proposed disposition of mineral rights; a signed statement by the landowner(s) stating their intent whether they will keep the mineral rights or transfer the mineral rights.
23. Parkland dedication calculations, location of and description of proposed parkland, or proposal for cash-in-lieu (requirement for major subdivisions, a property valuation assessment or appraisal if cash-in-lieu of parkland is proposed as required by Section V-P of the subdivision regulations);

24. Environmental Assessment and/or Summary of Probable Impacts including:

- a) Proof that the subdivider has submitted for review copies of the subdivision application and environmental assessment, if applicable, to the public utilities and agencies of the local, state, and federal government identified during the pre-application meeting or subsequently identified as having an interest in the proposed subdivision; and
- b) An explanation of how the subdivider has responded to the comments of the subdivision administrator at the pre-application meeting.

25. Transportation Impact Analysis or Transportation Plan or Preliminary Engineering Report;  
Shall be drafted by a professional engineer licensed in Montana.

- a) Transportation Impact Analysis or Transportation Plan: if deemed necessary by the County Planner, County Planning Board and / or by Montana Department of Transportation the Transportation Impact Analysis or Transportation Plan shall be drafted and submitted.
- b) Transportation Analysis: the following information is required:
  - a. Describe any proposed new public or private access roads or substantial improvements of existing public or private access roads;
  - b. Discuss whether any of the individual lots or tracts have access directly to arterial or collector roads; and if so, the reason access was not provided by means of a road within the subdivision;
  - c. Explain any proposed closure or modification of existing roads;
  - d. Identify existing primary road Average Vehicle Traffic and subdivision daily vehicle traffic assigned to that primary road;
  - e. Describe provisions considered for dust control on roads;
  - f. Indicate who will pay the cost of installing and maintaining dedicated and/or private roadways;
  - g. Discuss how much daily traffic will be generated on existing local and neighborhood roads and main arterial, when the subdivision is fully developed;
  - h. Indicate the capacity of existing and proposed roads to safely handle any increased traffic.
  - i. Explain whether year round access by conventional automobile will be available over legal rights of way to the subdivision and to all lots and common facilities within the subdivision.

26. Broadwater County Subdivision Noxious Weed Control and Management Plan shall be submitted for every new subdivision. An initial inspection for noxious weeds by the Broadwater County Weed District will accompany the submission of the Weed Plan, the Broadwater County Weed Coordinator will sign off. This agreement shall be signed and notarized by the subdivider.

27. Existing and proposed property owners' association documents, including draft articles of incorporation, declaration, and bylaws.

28. FIRM or FEMA panel map and letter identifying floodplain status, and other hydrologic characteristics including surface water bodies, designated floodplain, and areas of riparian resource, as required in Section V-D of the subdivision regulations.

29. Required water and sanitation information including; a full copy of the DEQ application will need to be submitted along with the preliminary application materials and comments from the local sanitarian office.

**76-3-622. Water and sanitation information to accompany preliminary plat.** (1) Except as provided in subsection (2), the subdivider shall submit to the governing body or to the agent or agency designated by the governing body the information listed in this section for proposed subdivisions that will include new water supply or wastewater facilities. The information must include:

- (a) a vicinity map or plan that shows:
  - (i) the location, within 100 feet outside of the exterior property line of the subdivision and on the proposed lots, of:
    - (A) flood plains;
    - (B) surface water features;
    - (C) springs;
    - (D) irrigation ditches;
  - (E) existing, previously approved, and, for parcels less than 20 acres, proposed water wells and wastewater treatment systems;
  - (F) for parcels less than 20 acres, mixing zones identified as provided in subsection (1)(g); and
  - (G) the representative drainfield site used for the soil profile description as required under subsection (1)(d); and
- (ii) the location, within 500 feet outside of the exterior property line of the subdivision, of public water and sewer facilities;
- (b) a description of the proposed subdivision's water supply systems, storm water systems, solid waste disposal systems, and wastewater treatment systems, including:
  - (i) whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public as those systems are defined in rules published by the department of environmental quality; and
  - (ii) if the water supply and wastewater treatment systems are shared, multiple user, or public, a statement of whether the systems will be public utilities as defined in [69-3-101](#) and subject to the jurisdiction of the public service commission or exempt from public service commission jurisdiction and, if exempt, an explanation for the exemption;
- (c) a drawing of the conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet that shows all information required for a lot layout document in rules adopted by the department of environmental quality pursuant to [76-4-104](#);
- (d) evidence of suitability for new onsite wastewater treatment systems that, at a minimum, includes:
  - (i) a soil profile description from a representative drainfield site identified on the vicinity map, as provided in subsection (1)(a)(i)(G), that complies with standards published by the department of environmental quality;
  - (ii) demonstration that the soil profile contains a minimum of 4 feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater treatment system and a limiting layer; and
  - (iii) in cases in which the soil profile or other information indicates that ground water is within 7 feet of the natural ground surface, evidence that the ground water will not exceed the minimum vertical separation distance provided in subsection (1)(d)(ii);
- (e) for new water supply systems, unless cisterns are proposed, evidence of adequate water availability:
  - (i) obtained from well logs or testing of onsite or nearby wells;
  - (ii) obtained from information contained in published hydrogeological reports; or
  - (iii) as otherwise specified by rules adopted by the department of environmental quality pursuant to [76-4-104](#);

(f) evidence of sufficient water quality in accordance with rules adopted by the department of environmental quality pursuant to [76-4-104](#);

(g) a preliminary analysis of potential impacts to ground water quality from new wastewater treatment systems, using as guidance rules adopted by the board of environmental review pursuant to [75-5-301](#) and [75-5-303](#) related to standard mixing zones for ground water, source specific mixing zones, and nonsignificant changes in water quality. The preliminary analysis may be based on currently available information and must consider the effects of overlapping mixing zones from proposed and existing wastewater treatment systems within and directly adjacent to the subdivision. Instead of performing the preliminary analysis required under this subsection (1)(g), the subdivider may perform a complete nondegradation analysis in the same manner as is required for an application that is reviewed under Title 76, chapter 4.

(2) A subdivider whose land division is excluded from review under [76-4-125](#)(2) is not required to submit the information required in this section.

(3) A governing body may not, through adoption of regulations, require water and sanitation information in addition to the information required under this section unless the governing body complies with the procedures provided in [76-3-511](#).

30. Letter requesting a revocation of agricultural covenants;
31. Letter indicating locations of cultural or historic resources;
32. Variance request or approval and the required Fee;
33. Re-zoning (or Conditional Use Permit) application or approval;
34. An engineering study that identifies the Base Flood Elevation (BFE)
35. Letter identifying and proposing mitigation for potential hazards or other adverse impacts not covered by any of the above required materials;
36. Such additional relevant and reasonable information as identified by the Subdivision Administrator that is pertinent to the required elements of this section.
37. If proposing a first minor subdivision, or a subsequent minor subdivision, a copy of each instrument of transfer or tract pertaining to the subject parcel filed or recorded since July 1, 1973. The instrument of transfer includes but not limited to deed(s), certificate of survey(s) or subdivision plat(s).

## **SUPPLEMENT 6: DEPARTMENT OF ENVIRONMENTAL QUALITY AND SANITATION REVIEW**

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Montana Department of Environmental Quality application form is available on the DEQ website at:

<http://www.deq.mt.gov/wqinfo/Sub/SubReviewForms.mcpx>

**Notice:** The statutory time frame for each DEQ review is 60 days. Resubmittal of denied or incomplete applications restarts the time frame. The estimated time for the DEQ to act on a complete subdivision application is 10 days for subdivision reviewed by a local department of health under contract with DEQ. Local health departments review subdivisions within 50 days of receipt of a complete application. During non-peak times, a review may take 25 to 45 days. For peak times, the review may take 45 to 60 days.

***For assistance with the DEQ application contact:***

Montana Department of Environmental Quality  
Office 1520 East Sixth Avenue  
P.O. Box 200901  
Helena, Montana 59620  
(406) 444-4400

Broadwater County Sanitation

A full copy of the DEQ application packet will also need to be submitted to the following  
Broadwater County Departments:

Broadwater County Sanitation Office

Broadwater County Planner Office

## **SUPPLEMENT 7: ENVIRONMENTAL ASSESSMENT (76-3-603, MCA)**

Information specified in this Part must be provided in addition to that required in Supplement 4 and 5 of this application form unless the proposed subdivision qualifies for an exemption under Chapter IX of the subdivision regulations.

Describe the following environmental features, provide responses to each of the following questions (each question must precede its response) and provide reference materials as required. All materials and reports submitted for major subdivisions must be submitted in the following order: **Environmental Assessment (Supplement 7), Summary of Probable Impacts (Supplement 8), and Community Impacts Report (Supplement 9)**. Subdivisions processed as minor subdivisions according to Chapter III of these regulations must only submit a Summary of Probable Impacts (Supplement 8).

All materials and reports should be typed. Responses should cite any reference materials that apply to a topic or selection. If the proposed development will not have an impact on a particular topic or selection the subdivider must provide information and a detailed analysis as to why there will be no impact.

### **1. Surface Water**

Locate on a plat overlay or sketch map:

- a. Any natural water systems such as streams, rivers, intermittent streams, lakes, or marshes (also indicate the names and sizes of each).
- b. Any artificial water systems such as canals, ditches, aqueducts, reservoirs, and irrigation systems (also indicate the names, sizes, and present uses of each).
- c. Time when water is present (seasonally or all year).
- d. Any areas subject to flood hazard, or in delineated 100 year floodplain.
- e. Describe any existing or proposed stream bank alteration from any proposed construction or modification of lake beds or stream channels. Provide information on location, extent, type and purpose of alteration, and permits applied for.

### **2. Groundwater**

Using available data provide the following information:

- a. The minimum depth to water table and identify dates when depths were determined. What is the location and depth of all aquifers which may be affected by the proposed subdivision? Describe the location of known aquifer recharge areas which may be affected.
- b. Describe any steps necessary to avoid depletion or degradation of groundwater recharge areas.

### **3. Topography, Geology and Soils**

- a. Provide a map of the topography of the area to be subdivided, and an evaluation of suitability for the proposed land uses. On the map identify any areas with highly erodible soils or slopes more than 15% grade. Identify the lots or areas affected. Address conditions such as:

- i. Shallow bedrock
  - ii. Unstable slopes
  - iii. Unstable or expansive soils
  - iv. Excessive slope
- b. Locate on an overlay or sketch map:
  - i. Any known hazards affecting the development which could result in property damage or personal injury due to:
    - A. Falls, slides or slumps -- soil, rock, mud, snow.
    - B. Rock outcroppings
    - C. Seismic activity.
    - D. High water table
  - c. Describe measures proposed to prevent or reduce these dangers.
  - d. Describe the location and amount of any cut or fill more than three feet in depth. Indicate these cuts or fills on a plat overlay or sketch map. Where cuts or fills are necessary, describe plans to prevent erosion and to promote vegetation such as replacement of topsoil and grading.
  - e. In considering any unusual conditions specifically address any problems which may be encountered in excavating for:
    - i. Basements
    - ii. Water supply trenches
    - iii. Sewer line trenches
    - iv. Septic tank and drainfields
    - v. Underground electrical and telephone lines

#### 4. **Vegetation**

- a. On a plat overlay or sketch map:
  - i. Indicate the distribution of the major vegetation types, such as marsh, grassland, shrub, coniferous forest, deciduous forest, mixed forest.
  - ii. Identify the location of critical plant communities such as:
    - A. Stream bank or shoreline vegetation
    - B. Vegetation on steep, unstable slopes
    - C. Vegetation on soils highly susceptible to wind or water erosion
    - D. Type and extent of noxious weeds
- b. Describe measures to:
  - i. Preserve trees and other natural vegetation (e.g. locating roads and lot boundaries, planning construction to avoid damaging tree cover)
  - ii. Protect critical plant communities (e.g. keeping structural development away from these areas), setting areas aside for open space

- iii. Prevent and control grass, brush or forest fires (e.g. green strips, water supply, access.)
- iv. Control and prevent growth of noxious weeds

**5. Wildlife**

- a. Identify species of fish and wildlife that use the area affected by the proposed subdivision.
- b. On a copy of the preliminary plat or overlay, identify known critical wildlife areas, such as big game winter range, calving areas, and migration routes; riparian habitat and waterfowl nesting areas; habitat for rare or endangered species and wetlands.
- c. Describe proposed measures to protect or enhance wildlife habitat or to minimize degradation (e.g. keeping buildings and roads back from shorelines; setting aside wetlands as undeveloped open space).

## **SUPPLEMENT 8: SUMMARY OF PROBABLE IMPACTS (76-3-608, MCA)**

Describe in detail the probable impacts of the proposed subdivision on each topic below. Provide responses to each of the following questions (each question must precede its response) and provide reference materials as required.

All materials and reports submitted for major subdivisions must be submitted in the following order: **Environmental Assessment (Supplement 7), Summary of Probable Impacts (Supplement 8), and Community Impacts Report (Supplement 9)**. Subdivisions processed as minor subdivisions according to Chapter III of these regulations must only submit a Summary of Probable Impacts (Supplement 8).

All materials and reports should be clearly typed any handwritten material or reports must be clearly legible. Responses should cite any reference materials that apply to a topic or selection. If the proposed development will not have an impact on a particular topic or selection the subdivider must provide information and a detailed analysis as to why there will be no impact.

### **1. Effects on Agriculture**

- a. Is the proposed subdivision or associated improvements located on or near prime farmland or farmland of statewide importance as defined by the Natural Resource Conservation Service? If so, identify each area on a copy of the preliminary plat.
- b. Describe whether the subdivision would remove from production any agricultural or timber land.
- c. Describe in detail the possible conflicts with nearby agricultural operations (e.g., residential development creating problems for moving livestock, operating farm machinery, maintaining water supplies, controlling weeds, or applying pesticides; agricultural operations suffering from vandalism, uncontrolled pets, or damaged fences).
- d. Describe in detail the possible nuisance problems which may arise from locating a subdivision near agricultural or timber lands.

### **2. Effects on Agricultural Water User Facilities**

- a. Describe conflicts the subdivision would create with agricultural water user facilities (e.g., residential development creating problems for operating and maintaining irrigation systems).
- b. Describe possible nuisance problems which the subdivision would generate with regard to agricultural water user facilities (e.g., safety hazards to residents or water problems from irrigation ditches, head gates, siphons, sprinkler systems, or other agricultural water user facilities).

### 3. Effects on Local Services

- a. Indicate the proposed use and number of lots or spaces in each:  
 Residential, single family  
 Residential, multiple family  
 Types of multiple family structures and number of each  
(e.g., duplex, 4-plex)  
 Planned unit development (No. of units)  
 Condominium (No. of units)  
 Mobile Home Park  
 Recreational Vehicle Park  
 Commercial  
 Industrial  
 Other (Please describe \_\_\_\_\_)
- b. Describe the additional or expanded public services and facilities that would be demanded of local government or special districts to serve the subdivision.
- c. Describe how the subdivision allows existing services, through expanded use, to operate more efficiently, or makes the installation or improvement of services feasible (e.g., allow installation of a central water system, or upgrading a county road).
- d. What are the present tax revenues received from the unsubdivided land?
  - i. By the County \$ \_\_\_\_\_
  - ii. By the school(s) \$ \_\_\_\_\_
- e. How many special improvement districts would be created which would obligate local government fiscally or administratively?

#### **4. Effects on the Historic or Natural Environment**

- a. Describe and locate on a plat overlay or sketch map known or possible historic, paleontological, archaeological, or cultural sites, structures, or objects which may be affected by the proposed subdivision.
- b. How would the subdivision affect surface and groundwater, soils, slopes, vegetation, historical or archaeological features within the subdivision or on adjacent land? Describe plans to protect these sites.
  - i. Would any stream banks or lake shorelines be altered, streams re-channeled or any surface water contaminated from sewage treatment systems, run-off carrying sedimentation, or concentration of pesticides or fertilizers?
  - ii. Would groundwater supplies likely be contaminated or depleted as a result of the subdivision? Would soils be contaminated by sewage treatment systems?
  - iii. Would construction of roads or building sites require cuts and fills on steep slopes or cause erosion on unstable, erodible soils?
  - iv. Describe the impacts that removal of vegetation would have on soil erosion, bank, or shoreline instability.
  - v. Would the value of significant historical, visual, or open space features be reduced or eliminated?
  - vi. Describe possible natural hazards the subdivision could be subject to (e.g., natural hazards such as flooding, rock, snow or landslides, high winds, severe wildfires, or difficulties such as shallow bedrock, high water table, unstable or expansive soils, or excessive slopes).
- c. How would the subdivision affect visual features within the subdivision or on adjacent land? Describe efforts to visually blend the proposed development with the existing environment (e.g., use of appropriate building materials, colors, road design, underground utilities, and re-vegetation of earthworks).

#### **5. Effects on Wildlife**

- a. Describe in detail what impacts the subdivision or associated improvements would have on wildlife in the area.
- b. Describe in detail the effect that pets, or human activity would have on wildlife.

#### **6. Effect on Wildlife Habitat**

- a. Describe in detail what impacts the subdivision or associated improvements would have on wildlife habitat areas such as big game wintering range, migration routes, nesting areas, wetlands, or important habitat for rare or endangered species.
- b. Describe in detail the effect that pets, or human activity would have on wildlife habitat area.

#### **7. Effects on the Public Health and Safety**

- a. Describe in detail any health or safety hazards on or near the subdivision, including but not limited to: natural hazards, lack of water, drainage problems, heavy traffic, airports, railroads, dilapidated structures, high pressure gas lines, high voltage power lines, or irrigation ditches or irrigation structures, adjacent industrial or mining uses. These conditions proposed or existing should be accurately described with their origin and location identified on a copy of the preliminary plat.

- b. Describe in detail how the subdivider would mitigate the hazardous conditions described in 7-a.
- c. Describe in detail land uses adjacent to the subdivision and how the subdivision will affect the adjacent land uses. Identify existing uses such as feed lots, processing plants, airports or industrial firms which could be subject to lawsuits or complaints from residents of the subdivision.
- d. Describe in detail public health or safety hazards, such as dangerous traffic, fire conditions, or contamination of water supplies which would be created by the subdivision.

**8. Compliance with Survey Requirements, Local Subdivision Regulations and Review Procedures.**

Describe in detail compliance with survey requirements, local subdivision regulations and review procedures. Provide responses to each of the following questions and provide reference materials as required.

- a. Does the subdivision meet the requirements of the Montana Subdivision and Platting Act, the surveying requirements specified in the Uniforms Standards for Monumentation, and the Broadwater County Subdivision Regulations? (Note any requirements the proposed subdivision does not comply with, and note any variance requested.)
- b. Has the subdivision review procedure been complied with?

**9. Provisions of Easements for the Location and Installation of any Planned Utilities.**

Describe in detail provision of easements for the location and installation of any planned utilities. Provide responses to each of the following questions and provide reference materials as required.

- a. Indicate what utilities will be supplied.
- b. Indicate the utility company or companies providing the electrical power, natural gas, or telephone services. To what extent will these utilities be places underground? What arrangements have been made to secure these utilities?
- c. Describe proposed street lighting and who will provide it.
- d. Has the preliminary plat been submitted to affected utilities for review?
- e. Estimate the completion date of each utility installation.
- f. Does the subdivision provide easements for the location and installation of utilities as specified in these regulation?
- g. Are all easements, both proposed and existing, clearly noted and located on the face of the plat?

## **SUPPLEMENT 9:**

## **COMMUNITY IMPACT REPORT**

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Provide a community impact report containing a statement of estimated number of people coming into the area because of the subdivision, anticipated needs of the proposed subdivision for public facilities and services, the increased capital and operating cost to each affected unit of local government. Provide responses to each of the following questions (each question must precede its response) and provide reference materials as required.

All materials and reports submitted for major subdivisions must be submitted in the following order: **Environmental Assessment (Supplement 7), Summary of Probable Impacts (Supplement 8), and Community Impacts Report (Supplement 9)**. Subdivisions processed as minor subdivisions according to Chapter III of these regulations must only submit a Summary of Probable Impacts (Supplement 8).

All materials and reports should be clearly typed any handwritten material or reports must be clearly legible. Responses should cite any reference materials that apply to a topic or selection. If the proposed development will not have an impact on a particular topic or selection the subdivider must provide information and a detailed analysis as to why there will be no impact.

### **1. Education and Busing**

- a. Describe the available educational facilities which would serve this subdivision.
- b. Estimate the number of school children that will be added by the proposed subdivision. Request a statement from the administrator of the affected school system indicating whether the increased enrollment can be accommodated by the present personnel and facilities and by the existing school bus system. If not, estimate the increased expenditures that would be necessary to do so.
- c. If the subdivider is unable to obtain a response from the School Administrator within six weeks of the date of request, the application may be deemed complete.
- d. If a school bus turnaround or route is to be amended or altered the subdivider shall ensure the County Road Department, School Transportation Committee and School Board agree to these alterations.

### **2. Roads and Maintenance**

- a. Estimate how much daily traffic the subdivision, when fully occupied will generate on existing streets and arterials.
- b. Describe the capability of existing and proposed roads to safely accommodate this increased traffic.
- c. Describe increased maintenance problems and increased cost due to this increase in volume.
- d. Describe proposed new public or private access roads including:
  - i. Measures for disposing of storm run-off from streets and roads.
  - ii. Type of road surface and provisions to be made for dust.
  - iii. Facilities for streams or drainage crossing (e.g., culverts, bridges).
  - iv. Seeding of disturbed areas.
- e. Describe the closing or modification of any existing roads.
- f. Explain why road access was not provided within the subdivision, if access to any individual lot is directly from arterial streets or roads.
- g. Is year-round access by conventional automobile over legal rights-of-way available to the

subdivision and to all lots and common facilities within the subdivision? Identify the owners of any private property over which access to the subdivision will be provided.

- h. Estimate the cost and completion date of the system, and indicate who will pay the cost of installation, maintenance, and snow removal.

### **3. Water, Sewage, and Solid Waste Facilities**

- a. Briefly describe the water supply and sewage treatment systems to be used in serving the proposed subdivision (e.g., methods, capacities, locations).
- b. Provide information on estimated cost of the system, who will bear the costs, and how the system will be financed.
- c. Where hook-up to an existing system is proposed, describe estimated impacts on the existing system, and show evidence that permission has been granted to hook up to the existing system.
- d. Describe the proposed method of collecting and disposing of solid waste from the development.
- e. If use of an existing collection system or disposal facility is proposed indicate the name and location of the facility.

### **4. Fire and Police Protection**

- a. Describe the fire and police protection services available to the residents of the proposed subdivision:
  - i. Fire protection -- Is the proposed subdivision in an existing fire district? If not, will one be formed or extended? Describe what fire protection procedures are planned?
  - ii. Law Enforcement protection -- Is the County Sheriff's Department aware of the subdivision's anticipated needs?
- b. Can the fire and police protection service need of the proposed subdivision be met by present personnel and facilities? If not, describe the additional expenses that would be necessary to make these services adequate, and who would pay the costs?

### **5. Payment for extension of Capital Facilities**

Indicate how the subdivider will pay for the cost of extending capital facilities resulting from expected impacts directly attributable to the subdivision.

**Supplement 10: BROADWATER COUNTY SUBDIVISION  
NOXIOUS WEED MANAGEMENT PLAN**

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**SUBMISSION PACKET CHECKLIST**

The following items are to be submitted to the Broadwater County Weed District in one complete packet ('Submission Packet'). All items must be accounted for prior to **Approval** or **Approval with Modifications**.

- Signed Letter of Agreement
- Map(s)
- Complete and Signed Noxious Weed Management and Revegetation Plan
- Scheduled Site Visit with the Broadwater County Weed District Representative (*Appendix A*)
- Payment of Site Application and Inspection Fees and Plan Preparation Fees (*if applicable*)

***Please Note:*** The Submission Packet will be reviewed and approved, approved with modifications, or rejected by the Broadwater County Weed Board at regularly scheduled monthly meetings. The Submission Packet **must** be submitted to the Broadwater County Weed District Office at least **ten (10) business days** prior to the regularly scheduled board meeting. Broadwater County Weed Board meetings are scheduled on the 3rd Wednesday of each month.

**Requirements for Subdivision and Preliminary Plat Approval**

Per the Montana County Weed Control Act, Section 7-22-2152, **PRIOR** to subdivision activity, which includes, but is not limited to, groundbreaking, soil disturbance, and/or construction, a Noxious Weed Management and Revegetation Plan must be completed by the Subdivider/Landowner or Weed Management Professional<sup>1</sup> and submitted to the Broadwater County Weed District Office. The plan template will assist with specific methods to be used for:

- The management of noxious weeds already infesting land(s) within the subdivision or that may arise during development.
- The revegetation of disturbed areas within the subdivision.

This plan is subject to approval by the Weed Board, which may require revisions to bring the plan into compliance with the District's Noxious Weed Management Plan and the Montana County Weed Control Act. The Letter of Agreement and Noxious Weed Management and Revegetation Plan are binding documents and the Subdivider(s)/Landowner(s) must abide by the terms of the Agreements.

If there are any questions, concerns, or need for assistance, please call the Weed District Office at 406-266-9243.

## LETTER OF AGREEMENT

The purpose of the Broadwater County Subdivision Submission Packet is threefold:

1. Promote the prevention of noxious weeds and their seeds as a public nuisance under Montana Law. It is unlawful to permit noxious weeds to grow (MCA 7-22-2101 through 7-22-2153).
2. Mitigate the potential spread of existing infestations, while monitoring for new invaders.
3. Promote education and awareness for landowners to be knowledgeable of, and responsible for, their noxious weed problems. Noxious weeds will continue to be a problem and will require continued vigilance, even beyond the scope of this agreement.

*The following are requirements that apply to all subdivisions in Broadwater County. Please **check the boxes** for each corresponding line item, sign and date the bottom, and include with Submission Packet.*

- The Noxious Weed Management and Revegetation Plan must be completed by the Subdivider/Landowner or Weed Management Professional and approved by the Broadwater County Weed Board **PRIOR** to any subdivision activity.
- The Subdivider/Landowner/Homeowner Association agrees to abide by the Montana County Weed Control Act, Title 7, Chapter 22, Sections 7-22-2101 through 7-22-2153, as well as to the standards specified in the Noxious Weed Management and Revegetation Plan on all properties, parks, and rights of way within the subdivision.
- The Subdivider/Landowner shall pass on the obligations of this agreement to the purchaser of a subdivided tract by placing the requirements agreed to in this letter and management plan as a condition of the sale.
- A statement shall be placed on the face of the Final Plat stating: "Weed management will be the responsibility of the individual property owners within this subdivision." (MCA 7-22-201 through 7-22-2153)
- All borrow materials such as gravel, sand, topsoil, rock, road mix, mulch, straw, hay, and grass seed must come from a noxious weed free source. Noxious weed contaminated material may be removed from the site and placed in an area not infested with noxious weeds.
- Inspections done November through April are not conclusive, due to time of year and noxious weed growth stage. Thus, applications will have their inspection as soon as conditions allow, and modifications to the Noxious Weed Management and Revegetation Plan will be made at the discretion of Broadwater County Weed District.
- The agreements set forth in this Letter and Noxious Weed Management and Revegetation Plan are effective upon the date of approval by the Broadwater County Weed Board and is effective for three years (3) from final plat recordation date. A new agreement is required after the effective date has expired.
- Subdivider/Landowner shall submit documentation that the Noxious Weed Management and Revegetation Plan has been implemented no later than **December 20<sup>th</sup>** of each year the agreements are effective. Documentation requirements can be found in Appendix C.
- The Broadwater County Weed District reserves the right of spot-inspection, throughout the longevity of the agreement, for compliance.

By checking the boxes above and signing below, the Subdivider/Landowner is agreeing to the terms outlined in the Letter of Agreement, the Noxious Weed Management and Revegetation Plan, and Montana County Weed Control Act for the longevity of the agreements' effectiveness. Failure to adhere to the terms of the agreements will result in the Non-Compliance (MCA 7-22-2131) process.

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Printed Name of Applicant

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Applicant Signature

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Date

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Printed Name of Weed Board Chair

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Weed Board Chair Signature

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Date

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Printed Name of New Landowner

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New Landowner Signature

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Date

## **BROADWATER COUNTY NOXIOUS WEED POLICY AND INSTRUCTIONS**

1. A Broadwater County Weed District Subdivision Submission Packet will be filed with the Weed Board at least **ten (10) business days** prior to a regularly scheduled board meeting. Any subdivision activity and preliminary plat approval may not occur until the Submission Packet has been approved by the Weed Board.
  - a. Upon receipt of the Submission Packet, the Broadwater County Weed Board has ten (10) business days from the regularly scheduled meeting to approve, or approve with modifications, or deny the Noxious Weed Management and Revegetation Plan.
2. The Noxious Weed Management and Revegetation Plan has been developed to assist Subdividers/Landowners in identifying measures to control noxious weeds within a subdivision. The Plan will include:
  - a. The name and address of the property owner or applicant;
  - b. The legal description and location of the property;
  - c. Map(s):
    - i. Please include a map identifying as many features present on the property as possible. In addition, noxious weed infestations should be indicated, as well as any areas of environmental or special concern (ie. waterways, wells, sensitive plant/animal/fish species, etc.).
      1. Acceptable map formats include:
        - a. Plat maps (preferred), topographic maps, and/or aerial maps;
  - d. Noxious weed data:
    - i. Noxious weed species present. A full state and County list can be found in Appendix D;
    - ii. Approximate number of acres infested with noxious weeds;
    - iii. Anticipated land use and other environmental concerns; and
    - iv. Weed control and prevention activities and measures that will be taken to control for noxious weeds;
  - e. Revegetation data:
    - i. This section of the plan must be filled out only if the soil on the property will be disturbed at any point during the longevity of the agreements' effectiveness. Examples of soil disturbance include, but are not limited to: road construction, grading, backfilling during construction, and/or project development; and
  - f. Signature of Subdivider/Landowner.
3. A Broadwater County Weed District representative will inspect the proposed subdivision. It is the responsibility of the Subdivider/Landowner to work with the representative's schedule and ensure access to the proposed subdivision.
4. A fee will be paid by the Subdivider/Landowner to defray the expenses of Submission Packet review and onsite inspection. All fees will be paid in cash, check, or credit card (with a 3.33% fee), to the Broadwater County Weed District and are due at initial filing and are non-refundable. Fees will be paid as follows:
  - a. Minor Subdivisions (1-5 lots): \$250.00 plus \$20/lot
  - b. Major Subdivisions (6+ lots): \$400.00 plus \$20/lot
  - c. Mileage: State rate of \$0.58/mile. Fee is applicable only if inspection site is more than twenty (20) miles ROUNDTRIP from 515 Broadwater Street, Townsend, MT 59644.
  - d. Noxious Weed Management and Revegetation Plan Completion Fee
    - i. If the Subdivider/Landowner chooses to have the Broadwater County Weed District complete the Plan, an additional fee will be assessed. The fee is:
      1. \$150.00 for the first two hours.
      2. \$50/hour for any time after the first two hours.
    - e. Submission Packets will not be accepted unless accompanied by applicable fees.
5. After review of the Submission Packet and onsite inspection of the subdivision site, the Broadwater County Weed Board will approve, approve with modifications, or reject the application.
  - a. If the Submission Packet is approved, or approved with modifications, an approval letter will be sent to:
    - i. The Subdivider/Landowner
    - ii. The Broadwater County Planning Board
  - b. If the Submission Packet is rejected, the Subdivider/Landowner has the following options:
    - i. The Noxious Weed Management and Revegetation Plan may be revised by the applicant and resubmitted to the Weed Board for review.
    - ii. The applicant may request assistance from the Weed District in revising the Plan.
    - iii. The applicant may request an administrative hearing pursuant to MCA 7-22-2110.

## **BROADWATER COUNTY NOXIOUS WEED MANAGEMENT AND REVEGETATION PLAN**

*Before any subdivision activity may occur, please complete and submit a signed copy of the Noxious Weed Management and Revegetation Plan, with the remainder of the Submission Packet, to the Broadwater County Weed District Office for review by the Weed Board. Upon approval, the Weed Board Chair will sign all Submission Packet documents and the agreements will be considered to be effective from that date forward to three (3) years from final plat recordation date. After that term expires a new agreement will be required. These are binding agreements.*

**NAME OF PROJECT/SUBDIVISION:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PREFERRED METHOD OF CONTACT:**

Email  Phone  Mail

**NAME & BUSINESS OF WEED MANAGEMENT PROFESSIONAL (if applicable):**  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:**

\_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$

**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**PLEASE INCLUDE A SITE MAP WITH FEATURES, WEED INFESTATIONS, ETC.**

### **I. PROJECT OVERVIEW**

**Describe what the intentions are for developing this property:**

**What are your land management goals for this property?**

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## **II. LANDSCAPE DATA** (*Montana Natural Heritage website is very helpful*)

**Describe the present ground cover on the property. What type of soil(s) is present (ie. loam, clay, gravel, sandy, etc.)?**

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**List any water sources (streams, ditches, lake, pond, well, spring, drainages/gullies, etc.) that are on the property. Is the water table shallow or deep?**

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**List any sensitive plant, wildlife, fisheries, or riparian areas that are/may be found on the property.**

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## **III. NOXIOUS WEED DATA**

**What noxious weed species are present on the property (see *Appendix D for State and County list*)?**

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**How many total acres is the property?** \_\_\_\_\_

**How many acres are infested with noxious weeds?** \_\_\_\_\_

## IV. NOXIOUS WEED MANAGEMENT

**Please describe the methods of weed management that will be utilized on the property. One method alone will never achieve good weed management. An integrated approach, utilizing several techniques that are compatible with your property goals, is encouraged by the Broadwater County Weed Board.**

**1. Prevention (certified seed/hay, clean fill, revegetation of disturbed sites, etc.)**

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**Chemical (herbicides)**

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**2. Mechanical (hand-pulling, mowing, burning, etc.)**

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**3. Biological (grazing, biological insectary, etc.)**

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**4. Cultural (crop rotation, intensive pasture management, revegetation, etc.)**

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**Who will conduct the noxious weed control activities (described above) on the property? A list of Commercial Applicators can be found at the Broadwater County Weed District Office.**

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**If utilizing herbicide, please fill out the table below.**

<i>Noxious Weed Species</i>	<i>Herbicide(s)</i>	<i>Rate of Application</i>

**The timing of herbicide applications will greatly affect the success of a chemical control efforts. When do you intend to apply herbicides?**

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**What additional measures will be taken to ensure safe and efficient herbicide use, lowering the impact on sensitive species, water quality and soil health?**

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**Describe how you will monitor and measure the success of your plan.**

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## **V. REVEGETATION PLAN**

**Are any soil disturbances planned over the longevity of the Plan?**

YES       NO

*If YES, complete the following revegetation section.*

**Describe the type of disturbance and size in acres.**

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**Describe the revegetation work to be done.**

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**What is the average precipitation per year at the property? Will the area be irrigated?**

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**What type of seed will be used to reseed? Where will you obtain the seed? How many pounds per acre of seed mix will be used?**

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**Will the seeded area be fertilized? What type of fertilizer will be used?**

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**What is your revegetation timeline for the property? Please include details on when revegetation will occur, how often, how will the site be monitored and evaluated, etc.**

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## **VI. GRAVEL SOURCE**

**Please list the source of gravel/pit run/road mix/topsoil/etc. brought on-site for disturbance mitigation and/or construction. Source must be weed-free.**

**Name of Source(s):**

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**Location(s):**

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**Contact Person(s) and Phone Number(s):**

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## **VII. SIGNATURE**

The undersigned Subdivider/Landowner agrees to abide by this Broadwater County Subdivision Noxious Weed Management and Revegetation Plan following approval by the Broadwater County Weed Board. By entering this Plan, the Subdivider/Landowner and the Weed Board, or its representatives, shall have the right to revise this Plan as necessary to effectuate the purposes of the property, the Noxious Weed Management and Revegetation Plan, and/or the Montana County Weed Control Act. All changes must be mutually agreed upon by each party and placed in writing. The approval of this plan does not reduce the Subdivider/Landowner's liability for damage caused by compliance with the approved plan. Nor does the Broadwater County Weed District in authorizing this plan in any way acknowledge liability for damage caused by the landowner's implementation of the authorized plan. Plan is effective from date of Approval or Approval with Modifications by the Broadwater County Weed Board through three (3) years post Final Plat approval. After that term has expired a new agreement is required.

*I do hereby certify that all of the information contained in this plan and all supplemental information are true and accurate. I agree to abide by the Broadwater County Noxious Weed Management and Revegetation Plan in accordance with Broadwater County Weed Management Plan and the Montana County Weed Control Act.*

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Applicant Signature

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Date

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## **VIII. WEED BOARD REVIEW**

After review of the aforementioned Broadwater County Subdivision Noxious Weed Management Plan, the Broadwater County Weed Board delivers the following decision:

**Approve**

**Date:** \_\_\_\_\_

**Approve with Modifications**

**Date:** \_\_\_\_\_

*Modification(s) Required:*

**Reject**

**Date:** \_\_\_\_\_

*Reason(s) for Rejection:*

**Signature:** \_\_\_\_\_

Broadwater County Weed Board Chairperson

## **BROADWATER COUNTY WEED DISTRICT INSPECTION REPORT**

**Landowner/Subdivision:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**Noxious Weed Species Present:**

**Additional Recommendations/Modifications:**

**Comments:**

Printed Name of Weed District Representative

Signature

Date

### **APPENDIX A: SITE VISIT SCHEDULING FORM**

*Please submit this form with your final Submission Packet. It is the responsibility of the Subdivider/Landowner to work with the Broadwater County Weed District representative's schedule and ensure access to the proposed subdivision. The representative will do their best to schedule around preferred dates and times proposed in form below, however an alternative date may need to be scheduled and adhered to by the Subdivider/Landowner.*

*Proposed dates must fall within the 10-business day approval timeline, upon submission of packet to the Weed District. Inspection times are Monday-Friday between 8am and 5pm. The Broadwater County Weed District representative will contact the Subdivider/Landowner with the final date and time of the inspection.*

**Date of Request:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Project Address:**  
\_\_\_\_\_

**Preferred Inspection Date:** \_\_\_\_\_

**Alternative Date:** \_\_\_\_\_

**Alternative Date:** \_\_\_\_\_

## **APPENDIX B: APPROVED WEED MANAGEMENT PROFESSIONALS**

Per the Letter of Agreement, the Broadwater County Noxious Weed Management and Revegetation Plan is to be completed by the Subdivider/Landowner or a Weed Management Professional. This is to ensure accuracy and understanding of the Plan and Montana County Weed Control Act.

The staff at the Broadwater County Weed District can complete the Plan for the Subdivider/Landowner, with some required assistance of the Subdivider/Landowner, at the fee scale below:

- \$150.00 for the first two hours of Plan development.
- \$50/hour for any hours after the first two hours of Plan development.

Other local Weed Management Professionals, and their contact information, are listed below. If you have an alternative professional in mind, please contact the Broadwater County Weed District Office directly for approval.

### ***Approved Weed Management Professionals***

***Nitro Green***

***Brad Culver 443-5088***

***JHS Inc***

***John Semple 443-7487***

### ***West River Land Management LLC***

***Nigel Davis 437-1709***

***Ernst Weed Control***

***Jeff Ernst 442-5514***

***Tru Green Chem Lawn***

***Charles Ball 441-2244***

***Helena Weed Control***

***Bob Summers 439-2765***

### ***Hidden Waterfall Consulting LLC***

***Dave Burch 461-4719***

## **APPENDIX C: REQUIRED ANNUAL DOCUMENTATION OF WEED MANAGEMENT AND REVEGETATION ACTIVITIES**

Noxious weeds are detrimental to the landscape and require consistent attention by weed managers and landowners every year. The Subdivider/Landowner shall submit documentation that the Noxious Weed Management and Revegetation Plan has been/is being implemented. The following information is to be included in the documentation packet:

- A Narrative (1-2 paragraphs), signed and dated, that includes:
  - What work was accomplished and when?
  - How many acres and/or infestations identified in Plan were treated?
  - How many acres identified in Plan were reseeded?
  - Any new noxious weed species identified?
  - Who completed the work and contact information (if not self)?
  - What successes did you have?
  - What challenges/concerns arose?
- If contracted, please submit a copy of all invoices and application records
- If self-treated, please submit a copy of all receipts for herbicides purchased and application records.

Documentation shall be submitted to the Broadwater County Weed District Office no later than **December 20<sup>th</sup>** of each year the Noxious Weed Management and Revegetation Plan is effective. Documentation may be submitted in person, mail, or email. Please contact the Weed District Office at 406-266-9243 for any questions, concerns, or assistance with reporting.

## **APPENDIX D: STATE AND COUNTY NOXIOUS WEED LIST**

Priority 1A	These weeds are not present or have a very limited presence in Montana. Management criteria will require eradication if detected, education, and prevention: <ul style="list-style-type: none"><li>- Yellow starthistle (<i>Centaurea solstitialis</i>)</li><li>- Dyer's woad (<i>Isatis tinctoria</i>)</li><li>- Common Reed (<i>Phragmites australis</i> ssp. <i>australis</i>)</li><li>- Medusahead (<i>Taeniatherum caput-medusae</i>)</li></ul>
Priority 1B	These weeds have limited presence in Montana. Management criteria will require eradication or containment and education: <ul style="list-style-type: none"><li>- Knotweed complex (<i>Polygonum cuspidatum</i>, <i>P. sachalinense</i>, <i>P. × bohemicum</i>, <i>Fallopia japonica</i>, <i>F. sachalinensis</i>, <i>F. × bohemica</i>, <i>Reynoutria japonica</i>, <i>R. sachalinensis</i>, and <i>R. × bohemica</i>)</li><li>- Purple loosestrife (<i>Lythrum salicaria</i>)</li><li>- Rush skeletonweed (<i>Chondrilla juncea</i>)</li><li>- Scotch broom (<i>Cytisus scoparius</i>)</li><li>- Blueweed (<i>Echium vulgare</i>)</li></ul>
Priority 2A	These weeds are common in isolated areas of Montana. Management criteria will require eradication or containment where less abundant. <b>Management shall be prioritized by local weed districts:</b> <ul style="list-style-type: none"><li>- Tansy ragwort (<i>Senecio jacobaea</i>, <i>Jacobaea vulgaris</i>)</li><li>- Meadow hawkweed complex (<i>Hieracium caespitosum</i>, <i>H. praetaltum</i>, <i>H. floridundum</i>, and <i>Pilosella caespitosa</i>)</li><li>- Orange hawkweed (<i>Hieracium aurantiacum</i>, <i>Pilosella aurantiaca</i>)</li><li>- Tall buttercup (<i>Ranunculus acris</i>)</li><li>- Perennial pepperweed (<i>Lepidium latifolium</i>)</li><li>- Yellowflag iris (<i>Iris pseudacorus</i>)</li><li>- Common buckthorn (<i>Rhamnus cathartica L.</i>)</li><li>- Flowering rush (<i>Butomus umbellatus</i>)</li><li>- Eurasian watermilfoil (<i>Myriophyllum spicatum</i>)</li><li>- Ventenata (<i>Ventenata dubia</i>)</li></ul>
Priority 2B	These weeds are abundant in Montana and widespread in many counties. Management criteria will require eradication or containment where less abundant. <b>Management shall be prioritized by local weed districts:</b> <ul style="list-style-type: none"><li>- Leafy spurge (<i>Euphorbia esula</i>)</li><li>- Saltcedar (<i>Tamarix spp.</i>)</li><li>- Oxeye daisy (<i>Leucanthemum vulgare</i>)</li></ul>

	<ul style="list-style-type: none"> <li>- St. Johnswort (<i>Hypericum perforatum</i>)</li> <li>- Russian knapweed (<i>Acroptilon repens</i>, <i>Rhaponticum repens</i>)</li> <li>- Spotted knapweed (<i>Centaurea stoebe</i>, <i>C. maculosa</i>)</li> <li>- Diffuse knapweed (<i>Centaurea diffusa</i>)</li> <li>- Dalmatian toadflax (<i>Linaria dalmatica</i>)</li> <li>- Houndstongue (<i>Cynoglossum officinale</i>)</li> <li>- Sulfur cinquefoil (<i>Potentilla recta</i>)</li> <li>- Common tansy (<i>Tanacetum vulgare</i>)</li> <li>- Yellow toadflax (<i>Linaria vulgaris</i>)</li> <li>- Whitetop (<i>Cardaria draba</i>, <i>Lepidium draba</i>)</li> <li>- Field bindweed (<i>Convolvulus arvensis</i>)</li> <li>- Canada thistle (<i>Cirsium arvense</i>)</li> <li>- Curlyleaf pondweed (<i>Potamogeton crispus</i>)</li> <li>- Hoary alyssum (<i>Berteroa incana</i>)</li> </ul>
Priority 3	<p><b>Regulated Plants: (NOT MONTANA LISTED NOXIOUS WEEDS)</b></p> <p>These regulated plants have the potential to have significant negative impacts. The plant may not be intentionally spread or sold other than as a contaminant in agricultural products. The state recommends research, education and prevention to minimize the spread of the regulated plant.</p> <ul style="list-style-type: none"> <li>- Cheatgrass (<i>Bromus tectorum</i>)</li> <li>- Hydrilla (<i>Hydrilla verticillata</i>)</li> <li>- Russian olive (<i>Elaeagnus angustifolia</i>)</li> <li>- Brazilian waterweed (<i>Egeria densa</i>)</li> <li>- Parrot feather watermilfoil (<i>Myriophyllum aquaticum</i> or <i>M. brasiliense</i>)</li> </ul>
Priority 4	<p><b>COUNTY DESIGNATED NOXIOUS WEEDS</b></p> <p>These plants have the potential for serious negative impacts. Management criteria will require eradication or containment. Control of these plant species is required by Broadwater County.</p> <ul style="list-style-type: none"> <li>- Musk Thistle (<i>Carduus nutans</i>)</li> <li>- Bull Thistle (<i>Cirsium vulgare</i>)</li> <li>- Black Henbane (<i>Hyoscyamus niger</i>)</li> <li>- Baby's Breath (<i>Gypsophila paniculata</i>)</li> <li>- Burdock (<i>Arctium minus</i>)</li> <li>- Perennial Sowthistle (<i>Sonchus arvensis</i>)</li> </ul>

## **Supplement 11: FINAL PLAT APPROVAL FORM**

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Date Submitted: \_\_\_\_\_

1. Name of Subdivision: \_\_\_\_\_
2. Location: \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
3. Type of Subdivision: \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Major Subdivision
4. Number of Lots \_\_\_\_\_ Blocks \_\_\_\_\_
5. Amended Plats: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_
6. Type of development: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_  
Condominium \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_  
Other, describe \_\_\_\_\_
7. Property Physical Address: \_\_\_\_\_  
\_\_\_\_\_
8. Subdivider: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
9. Name, address, and telephone number of individual designated representative (if applicable):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
10. Descriptive Data: \_\_\_\_\_  
Total number of Lots or rental spaces: \_\_\_\_\_ Number of Block(s) \_\_\_\_\_  
Gross area in acres: \_\_\_\_\_  
Existing zoning or other regulations \_\_\_\_\_  
Fire Department/District: \_\_\_\_\_ Police/Sheriff: \_\_\_\_\_
11. Date of Preliminary Plat Approved: \_\_\_\_\_
12. Any Conditions? \_\_\_\_\_ (If Yes, attach list of conditions.)
13. Any Deed Restrictions or covenants? \_\_\_\_\_ (If Yes, attach a copy.)
14. All improvements installed? \_\_\_\_\_ (If No, attach a subdivision improvements agreement or guarantees.)
15. All Fee(s) paid: \$ \_\_\_\_\_

16. The following documents are submitted, as applicable according to the Subdivision Regulations

Final Plat Initial Review:

- Final plat application (this form);
- Final plat review fee;
- A written statement from the applicant or their representative outlining how each conditional approval has been satisfied;
- Information such as certified engineering plans, pictures of the site, or other documents supporting how the conditions have been met as outlined in the applicant's written statement;
- Title Report or updated Title Abstract dated no less than 30 days old prior to date of submittal
- Acknowledgement form all Lienholders, if applicable;
- DEQ and or Local reviewing authority (County Health Department);
- All road plans and profiles, state or local encroachment permits, and traffic studies (if required);
- All engineering plans for public improvements constructed to serve more than one lot in a subdivision which will be dedicated to the public, for the use of the subdivision, or otherwise acquired by a government entity for public use. Examples of typical public improvements include parks, streets or roads, sidewalks, curbs, gutters, and street lighting, utilities, and systems for water supply, sewage disposal, drainage, or fire protection;
- Any homeowner association documents, including bylaws, covenants and/or declarations;
- Final plat certificates consistent with samples included in the Supplements;
- Subdivision Improvements Agreement and acceptable financial security guarantee;
- Final Plat one 11"x17" and one 18"x24" or larger with all appropriate certificates signed;
- Examining Land Surveyor approval; and
- List of additional documents.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

I do hereby certify that all the statements and information contained in all exhibits transmitted herewith are true. I hereby apply to the (governing body) of (city or county) for approval of the final plat of (Name of Subdivision).

---

Name of Subdivider

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Signature of Subdivider

**FOR OFFICIAL USE ONLY:**

- Final plat application (this form, signed)
- Final plat review fee
- A written statement from the applicant or their representative outlining how each conditional approval has been satisfied.
- Information such as certified engineering plans, pictures of the site, or other documents supporting how the conditions have been met as outlined in the applicant's written statement;
- Title Report or updated Title Abstract dated no less than 30 days old prior to date of submittal
- Acknowledgement from all Lienholders, if applicable
- DEQ and or Local reviewing authority (County Health Department)
- All road plans and profiles, state or local encroachment permits, and traffic studies (if required);
- Road Maintenance Agreement, if required
- Noxious Weed Plan, signed and notarized by landowner and/or subdivider
- All engineering plans for public improvements constructed to serve more than one lot in a subdivision which will be dedicated to the public, for the use of the subdivision, or otherwise acquired by a government entity for public use. Examples of typical public improvements include parks, streets or roads, sidewalks, curbs, gutters, and street lighting, utilities, and systems for water supply, sewage disposal, drainage, or fire protection.
- Any homeowner association documents, including bylaws, covenants and/or declarations
- Subdivision Improvements Agreement and acceptable financial security guarantee
- Final Plat one 11"x17" and one 18"x24" or larger with all appropriate certificates signed
- Examining Land Surveyor Approval
- List of additional documents.

#### Other Staff Comments:

\_\_\_\_\_ Application complete Date: \_\_\_\_\_

Subdivision Administrator signature

Date by which Final Plat must be approved or rejected: \_\_\_\_\_

**SUPPLEMENT 12:****Sample of Road Maintenance Agreement****MODEL ROAD USE AND MAINTENANCE DECLARATION**

Return after recording to:

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**SUBDIVISION****ROAD USE AND MAINTENANCE DECLARATION**

This Declaration is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, hereinafter referred to as "Declarant".

WHEREAS, the DECLARANT is the owner of certain real property that has been divided into Lots 1 – \_\_\_\_\_. as shown on the subdivision plat on file and of record in the office of the Broadwater County Clerk and Recorder entitled \_\_\_\_\_, located in Section \_\_\_\_\_ Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, Broadwater County, Montana, and

WHEREAS, the DECLARANT does hereby give, grant, and convey unto all subsequent landowners, their successors and assigns, the right, privilege, and authority to construct, reconstruct, maintain, operate, repair, improve, and to travel upon and use, a road, pedestrian/bicycle trail and necessary fixtures and appurtenances through, over, and across the right of way and access easement(s) shown on the subdivision plat.

WHEREAS, the DECLARANT wishes to subject the real property to requirements for the future maintenance of the internal roadway(s) as shown on the subdivision plat hereinafter set forth, each of which shall inure to the benefit of and pass with the said property, and each and every parcel thereof, and any owner thereof;

NOW THEREFORE, the DECLARANT hereby declares that the real property is and shall be held, transferred, sold, and conveyed subject to the following requirements:

1. The roadway within the subdivision shall be maintained in a good and passable condition under all traffic and weather conditions.
2. The costs for maintenance and repair of the roadway and pedestrian/bicycle facilities, including associated stormwater infrastructure and signage, shall be divided equally between each lot owner. Each lot owner shall pay its equal share and have one vote per lot, including but not limited to:
  - a. Maintenance and repair of the roadway(s) and pedestrian/bicycle facilities, including snow removal, grading, dust control and other surface maintenance
  - b. Maintenance and repair of the stormwater culverts and drainage features;
  - c. Maintenance and repair of all roadway signage and striping;
  - d. The routine maintenance of the items in a. through c. above shall be performed when the Board of Directors for the \_\_\_\_\_ Homeowners Association, Inc. or the landowners in the \_\_\_\_\_ subdivision votes by simple majority to have such maintenance or improvements performed.

- e. Private driveways must be constructed without encumbering the drainage ways adjacent to the roadway, and
- f. Other improvements may be authorized by a vote of at least 75 percent of the lot owners.

Term: This declaration shall run with and bind the land in perpetuity. It may be amended at any time by the owners of 75% of all the lots either at a meeting of the Owners or by written ballot mailed to all the Owners or by a combination of votes at a meeting and by written ballot. The Amendments must be filed in the Office of the Clerk and Recorder of Broadwater County, MT with a document showing the specific amendment made and a certification by that the amendment received the required approval of the landowners.

Enforcement: Any Owner and/or the Homeowners Association shall have the right to enforce by any proceeding at law or in equity all covenants, conditions and restrictions now or hereafter imposed by the provisions of this Declaration. Failure by the Owner(s) or by the Homeowners Association to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

**Delinquent Payments:** In the event payment for any assessment becomes delinquent, the assessment and interest and the cost of collection shall become a continuing lien on the lot.

**Outside Parties:** In the event a party to this agreement subdivides a lot, or in the event outside parties may be required to use the road and pedestrian/bicycle facilities, the owners of the additional lots shall be subject to this agreement and pay a pro rata share for maintenance and improvements and shall have one vote per lot.

**Severability:** Invalidation of any of these covenants or restriction by judgment or court order shall in no way affect any of the remaining provisions, which shall remain in full force and effect.

IN WITNESS WHEREOF, the Declarant has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

**Declarant**

STATE OF MONTANA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the persons whose name is subscribed to the within instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for the State of Montana  
Residing at \_\_\_\_\_, Montana  
My commission expires \_\_\_\_\_

## Or Sample Road User's Maintenance Agreement

DECLARATION CREATING ROAD USER'S AGREEMENT FOR THE ROADWAY(S) WITHIN THE \_\_\_\_\_ SUBDIVISION. This declaration is made by \_\_\_\_\_ ("Declarant"). WHEREAS, Declarant is the present owner of the real property described below and wishes to impose requirements for the future maintenance of internal subdivision roadway(s); WHEREAS, the real property which is subject to provisions of this Declaration is more particularly described as follows: \_\_\_\_\_ Subdivision, located in Section\_\_\_\_\_, Township North, Range East, Broadwater County, Montana;

NOW, THEREFORE, Declarant declares the following requirements to assure maintenance of the roadway or roadways within the above-described subdivision. These requirements shall run with the land and shall be binding upon and enforceable by the owner (or owners) of each lot located within the above- described subdivision, their heirs, successors, and assigns.

1. The roadway or roadways within the above-described subdivision shall be maintained in good and passable condition under all traffic and weather conditions.
2. The costs for maintenance and repair of the roadway or roadways, including associated storm-water infrastructure and signage, shall be divided equally between each lot. Each lot owner (or owners) shall pay its equal share, including but not limited to:
  - a. Maintenance and repair of the roadway(s) and pedestrian/bicycle facilities, including snow removal, grading, dust control and other surface maintenance.
  - b. Major improvements, including new pavement, re-striping, new sidewalks, and new curbs.

By:

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**Declarant**

STATE OF MONTANA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the persons whose name is subscribed to the within instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal this \_\_\_\_ day of  
, 20\_\_\_\_.

Notary Public for the State of Montana  
Residing at \_\_\_\_\_, Montana  
My commission expires \_\_\_\_\_

## **SUPPLEMENT 13: Sample of Agricultural Covenant Removal**

COME NOW Name(s), owners of the following described real property, hereinafter called Owners, and the Board of County Commissioners of Broadwater County, Montana, hereinafter called Governing Body.

WHEREAS, the Owners are the record title holders of Tract \_\_\_\_\_ in Certificate of Survey No. \_\_\_\_\_ filed as Document No. \_\_\_\_\_ in the office of the Clerk & Recorder of Broadwater County, Montana; and

WHEREAS, Tract \_\_\_\_\_ in Certificate of Survey No. \_\_\_\_\_ is situated in the NSEW 1/4-1/2 of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ E, P.M.M., Broadwater County, Montana; and

WHEREAS, said Certificate of Survey contains the following covenant:

“Insert quote description from Certificate of Survey” and

WHEREAS, said certificate is signed by the Owners herein or the predecessors in interests; and

WHEREAS, the Owners and Governing Body now wish to remove the agricultural exemption covenant for the purpose of changing the use of said property.

NOW, THEREFORE, the parties herein agree that the covenant to use \_\_\_\_\_ in Certificate of Survey \_\_\_\_\_ exclusively for agricultural purposes is hereby revoked.

DATED this \_\_\_\_ day of Month \_\_\_\_\_, 20 \_\_\_\_.

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*NAME, Owner*

NAME, Chair  
BOARD OF COUNTY COMMISSIONERS  
BROADWATER COUNTY, MONTANA

ATTEST:

*NAME of Clerk*

## BROADWATER COUNTY CLERK & RECORDER

Seal

BY: \_\_\_\_\_

STATE OF MONTANA )  
 ) ss.  
County of Broadwater )

On this \_\_\_\_ day of Month \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public for the State of Montana, personally appeared *Owner(s) Name*, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

(SEAL)

Printed Name: \_\_\_\_\_  
Notary Public for the State of Montana.  
Residing at Townsend, Montana.  
My commission expires: \_\_\_\_\_

## **SUPPLEMENT 14: SAMPLE CERTIFICATES**

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- Certificate of Completion of Public Improvements Agreement
- Certificate of Surveyor – Final Plat
- Certificate of Dedication – Final Plat
- Certificate of Conditions of Approval
- Certificate of Consent to Dedication by Encumbrances
- Certificate of Acceptance of Cash-in-Lieu of Park Land Dedication
- Certificate of Examining Land Surveyor Where Required – Final Plat
- Certificate of County Treasurer
- Certificate of Final Plat Approval – County
- Certificate of Final Plat Approval – City
- Certificate of Filing by Clerk and Recorder

XX

### **Certificate of Completion of Public Improvements Agreement** (To be submitted with application for approval of final subdivision plat)

#### **CERTIFICATE OF COMPLETION**

I, (Name of Subdivider), and I, (Name of Subdivider's Registered Engineer), a registered professional engineer licensed to practice in the State of Montana, hereby certify that the following public improvements, required as a condition of approval of (Name of Subdivision), have been installed in conformance with the attached engineering specifications and plans: (List the improvements installed.)

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Professional Engineer

\_\_\_\_\_  
Date

Registration No. \_\_\_\_\_

(Engineers Seal)

Address \_\_\_\_\_

XX

## **Certificate of Surveyor – Final Plat**

STATE OF MONTANA )  
 )  
 County of \_\_\_\_\_ ) ss.

I, (Name of Surveyor), a Professional Land Surveyor, do hereby certify that I have performed the survey shown on the attached plat of (Name of Subdivision); that such survey was made on (Date of Survey); that said survey is true and complete as shown and that the monuments found and set are of the character and occupy the positions shown thereon.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Seal)

(Signature of Surveyor)  
Registration No. \_\_\_\_\_  
(Address)

## **Certificate of Dedication – Final Plat**

(I) (We), the undersigned property owner(s), do hereby certify that (I) (We) have caused to be surveyed, subdivided, and platted into lots, blocks, streets, and alleys, as shown by the plat hereto annexed, the following described land in (City and County if in Unincorporated Area), to-wit:

(Exterior boundary description of area contained in plat and total acreage)

The above described tract of land is to be known and designated as (Name of Subdivision), and the lands included in all streets, avenues, alleys, and parks or public squares shown on said plat are hereby granted and donated to the use of the public forever.

(I) (We), the undersigned property owner(s), do hereby certify that all or part of the required public improvements have been installed (and/or security requirements pursuant to 76-3-507, MCA, secure the future construction of any remaining public improvements to be installed).

(I) (We), the undersigned property owner(s), do hereby certify that federal, state, and local plans, policies, regulations, and/or conditions of subdivision approval that may limit the use of the property, including the location, size, and use are shown (on the Conditions of Approval sheet) or as otherwise stated.

The use of Lot(s) \_\_\_\_\_ is residential  
The use of Lot(s) \_\_\_\_\_ is commercial  
The use of Lot(s) \_\_\_\_\_ is industrial.

(I) (We), the undersigned property owner(s), do hereby certify that (I) (We) will ensure that buyers of property will be provided with a copy of all sheets of the plat and all documents that are recorded and filed in conjunction with the plat and that buyers of property are strongly encouraged to contact the local planning department and become informed of any limitations on the use of the property prior to closing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. (Acknowledged

and notarized signatures of all record owners of platted property)

### **Certificate of Conditions of Approval**

(I) (We), the undersigned property owner(s), do hereby certify that the text and/or graphics shown on the Conditions of Approval sheet(s) represent(s) requirements by the governing body for final plat approval and that all conditions of subdivision application have been satisfied; and that the information shown is current as of the date of the certification and that changes to any land-use restrictions or encumbrances may be made by amendments to covenants, zoning regulations, easements, or other documents as allowed by law or by local regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Acknowledged and notarized signatures of all record owners of platted property)

XX

### **Certificate of Consent to Dedication by Encumbrances If Any**

(I) (We), the undersigned encumbrancer(s), do hereby join in and consent to the annexed plat and release (my) (our) respective liens, claims and encumbrances as to any portion of said lands shown on such plat as being dedicated to the use of the public forever.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Acknowledged and notarized signatures of all encumbrancers of record)

XX

### **Certificate of Accepting Cash in Lieu of Park Land Dedication**

In as much as the dedication of park land within the platted area of (Name of Subdivision) is undesirable for park and park playground purposes, it is hereby ordered by the Board of County Commissioners, Broadwater County, that the dedication for park purposes be waived and that cash-in-lieu, to the amount of \_\_\_\_\_ dollars, be accepted in accordance with the provisions of the Montana Subdivision and Platting Act, Title 76, Chapter 3, MCA and the Broadwater County Subdivision Regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Chairman, Board of Broadwater County Commissioners)

ATTEST:

(Seal of County)

(Signature of Clerk and Recorder)  
Broadwater County, Montana

XX

**Certificate of Examining Land Surveyor – Final Plat**

On behalf of the Governing Body, this document has been examined for errors and omissions in calculations or drafting pursuant to 76-3-611(2)(a), MCA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Signature)

XX

**Certificate of County Treasurer**

I hereby certify, pursuant to Section 76-3-611(1)(b), MCA, that all real property taxes assessed and levied on the land described hereon and encompassed by the proposed (Name of Subdivision) have been paid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Tax Statement No. \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Signature of County Treasurer)      Treasurer,  
Broadwater County, Montana

XX

**Certificate of Final Plat Approval – County**

The County Commission of \_\_\_\_\_ County, Montana does hereby certify that it has examined this subdivision plat and having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Chairman, Board of Broadwater County Commissioners)

ATTEST:

\_\_\_\_\_  
(Seal of County)

\_\_\_\_\_  
(Signature of Clerk and Recorder)  
Broadwater County, Montana

XX

### **Certificate of Final Plat Approval – City**

The (Council) of the City (Town) of (Name of City or Town), Montana does hereby certify that it has examined this subdivision plat and, having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By (Signature of City or Town Clerk)  
Clerk

(Signature of Mayor)  
Mayor

XX

### **Certificate of Filing by Clerk and Recorder**

Two rectangle boxes shall be provided on the final plat to allow for Clerk & Recorder recording and filing labels.

- ❖ One - one inch height by 4 inches in length
- ❖ One - two inches height by 4 inches in length

## **SUPPLEMENT 15: MODEL SUBDIVISION IMPROVEMENT AGREEMENT**

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The parties to this Subdivision Improvements Agreement ("this agreement") are \_\_\_\_\_ ("the subdivider") and \_\_\_\_\_ ("the County").

WHEREAS, the subdivider desires to defer construction of improvements described in Attachment (\_\_\_\_\_\_); and

WHEREAS, the purpose of this Agreement is to protect the County and is not intended for the benefit of contractors, suppliers, laborers or others providing work, services, or materials to the Subdivision, or for the benefit of lot or home buyers in the Subdivision; and

WHEREAS, the mutual promises, covenants and obligations contained in this Agreement are authorized by state law and the County subdivision regulations.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **Effective Date:** The effective date of this Agreement is the date that final subdivision plat approval is granted by the County.
2. **Attachments:** The Attachments cited herein are hereby made a part of this Agreement.  
**Subdivider's Obligations**
3. **Improvements:** The Subdivider shall construct and install, at his own expense, those subdivision improvements listed in Attachment (\_\_\_\_\_) of this Agreement. The Subdivider's obligation to complete the improvements arises upon approval of the final subdivision plat, is not conditioned on the commencement of construction in the development or sale of any lots or improvements within the subdivision, and is independent of any obligations of the County contained in this Agreement.
4. **Security:** To secure the performance of his obligations under this Agreement, the Subdivider shall deposit with the County on or before the effective date, an Irrevocable Letter of Credit (or other financial security acceptable to the local officials) in the amount of \$\_\_\_\_\_. The letter of credit shall be issued by (lending institution), be payable at sight to the County at any time upon presentation of (1) a sight draft drawn on the issuing lending institution in the amount up to \$\_\_\_\_\_, (2) a signed statement or affidavit executed by an authorized County official stating that the Subdivider is in default under this Agreement; and (3) the original copy of the letter of credit.
5. **Standards:** The Subdivider shall construct the required improvements according to the standards and specifications required by the County as specified in Attachment (\_\_\_\_\_) of this Agreement.
6. **Warranty:** The Subdivider warrants that each improvement shall be free from defects for a period of 1 year from the date that the County accepts the dedication of the last improvement completed by the Subdivider.
7. **Commencement and Completion Periods:** The Subdivider shall complete all the required improvements within (2) years from the effective date of this Agreement.
8. **Compliance with Law:** The Subdivider shall comply with all relevant laws, ordinances, regulations, and requirements in effect at the time of subdivision plat approval when meeting his obligations under this Agreement.

**County Obligations**

9. Inspection and Certification:

- a. The County shall provide for inspection of the improvements as they are completed and, where found acceptable, shall certify those improvements as complying with the standards and specifications set forth in Attachment (\_\_\_\_\_) of this Agreement. The inspection and certification shall occur within 14 days of notice by the Subdivider that the improvements are complete and that he desires County inspection and certification. Before requesting County certification of any improvement the Subdivider shall present to the County valid lien waivers from all persons providing materials or performing work on the improvement.
- b. Certification by the County does not constitute a waiver by the County of the right to draw funds under the letter of credit in the event defects in or failure of any improvement are found following the certification.

10. Notice of Defect: The County shall provide timely notice to the Subdivider whenever inspection reveals that an improvement does not conform to the standards and specifications set forth in Attachment (\_\_\_\_\_), or is otherwise defective. The Subdivider shall have 30 days from the date the notice is issued to remedy the defect. The County may not declare a default under this Agreement during the 30 day remedy period unless the Subdivider clearly indicates he does not intend to correct the defect. The Subdivider shall have no right to correct the defect in, or failure of, any improvement found after the County accepts dedication of the improvements.

11. Reduction of Security: After the acceptance of any improvement, the amount that the County is entitled to draw on the letter of credit shall be reduced by an amount equal to 90 percent of the estimated cost of the improvement as shown in Attachment (\_\_\_\_\_\_). At the request of the Subdivider, the County shall execute a certificate verifying the acceptance of the improvement and waiving its right to draw on the letter of credit to the extent of the amount. Upon the certification of all of the improvements the balance that may be drawn under the credit shall be available to the County for the one year warranty period plus an additional 90 days.

12. Use of Proceeds: The County shall use funds drawn under the letter of credit only for the purposes of completing the improvements or correcting defects in or failure of the improvements.

Other Provisions

13. Events of Default: The following conditions, occurrences or actions constitute a default by the Subdivider during the completion period:

- a. failure to complete construction of the improvements within two years of final subdivision plat approval;
- b. failure to remedy the defective construction of any improvement within the remedy period;
- c. insolvency of the Subdivider or the filing of a petition for bankruptcy;
- d. foreclosure of the property or assignment or conveyance of the property in lieu of foreclosure.

14. Measure of Damages: The measure of damages for breach of this Agreement is the reasonable cost of completing the improvements. For purposes of this Agreement the estimated cost of the improvements as specified in Attachment (\_\_\_\_\_\_) is *prima facie* evidence of the minimum cost of completion. However, neither that amount nor the amount of the letter of credit establishes the maximum amount of the Subdivider's liability. The County may complete all unfinished improvements at the time of default regardless of the extent to which development has taken place in the Subdivision or whether development ever was commenced.

15. Local Government Rights upon Default:

- a. Upon the occurrence of any event of default, the County may draw on the letter of credit to the extent of the face amount of the credit less the estimated cost [as shown in Attachment (\_\_\_\_\_) of all improvements previously certified by the County. The County may complete improvements itself or contract with a third party for completion, or the County may assign the proceeds of the letter of credit to a subsequent subdivider who has acquired the Subdivision and who has the same rights of completion as the County if and only if the subsequent subdivider agrees in writing to complete the unfinished improvements.
- b. In addition, the County may suspend final plat approval. During this suspension, the Subdivider may not sell, transfer, or otherwise convey lots or homes within the Subdivision without the express approval of the County until the improvements are completed and certified by the County.

16. Indemnification: The Subdivider agrees to indemnify and hold the County harmless for and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of work under this Agreement. The Subdivider is not an employee or agent of the County.

17. Amendment or Modification: The Parties to this Agreement may amend or modify this Agreement only by written instrument executed on behalf of the County and by the Subdivider.

18. Attorney's Fees: Should either party be required to resort to litigation, arbitration, or mediation to enforce the terms of this Agreement, the prevailing party, whether plaintiff or defendant, is entitled to costs, including reasonable attorney's fees and expert witness fees, from the opposing party. If the court, arbitrator, or mediator awards relief to both parties, each shall bear its own costs in their entirety.

19. Third Party Rights: No person or entity who is not party to this Agreement has any right of action under this Agreement, except that if the County does not exercise its rights within 60 days following an event of default, a purchaser of a lot or home in the Subdivision may bring an action in mandamus to compel the County to exercise its rights.

20. Scope: The Agreement constitutes the entire agreement between the parties and no statement, promise or inducement that is not contained in this Agreement is binding on the parties.

21. Time: For the purpose of computing the commencement and completion periods, and time periods for County action, times in which war, civil disasters, acts of God or extreme weather conditions occur will not be included if the events prevent the Subdivider or the County from performing the obligations under this Agreement.

22. Assigns: The benefits of this Agreement to the Subdivider may not be assigned without the express written approval of the County. Such approval may not be withheld unreasonably, but any unapproved assignment is void. There is no prohibition on the right of the County to assign its rights under this Agreement.

The County shall release the original Subdivider's letter of credit if it accepts a new security from any subdivider or lender who obtains the property. However, no action by the County constitutes a release of the original subdivider from his liability under this Agreement.

23. Severability: If any part, term, or provision of this Agreement is held by the courts to be illegal the illegality shall not affect the validity of any other part, term or provision, and the rights of the parties shall be construed as if the part, term, or provision were never part of the Agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Chairman, Board of Broadwater County Commissioners)

ATTEST:

(Seal of County)

(Signature of Clerk and Recorder)  
Broadwater County, Montana

Name of Subdivider

STATE OF MONTANA )  
                         ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the persons whose name is subscribed to the within instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of Montana  
Residing at \_\_\_\_\_, Montana  
My commission expires \_\_\_\_\_

## **SUPPLEMENT 16:**

## **ACCEPTABLE FORMS OF IMPROVEMENTS GUARANTEES**

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### ***Comment:***

The following are acceptable means of guaranteeing subdivision improvements agreements, although others may also be acceptable. The irrevocable letter of credit is often the preferable guaranty because it is usually feasible for a subdivider to secure, and the local government can readily obtain funds to complete the required improvements should the subdivider fail to install the required the improvements. A suggested irrevocable letter of credit and commentary are included as part of this Supplement. The other common guarantees are also explained below.

The subdivider shall provide one or more of the following financial security guarantees in the amount of 125 percent of the estimated total cost of installing all required improvements.

#### **1. Irrevocable Letter of Credit**

Subject to governing body approval, the subdivider shall provide the governing body an irrevocable letter of credit from a bank or other reputable institution or individual certifying the following:

- a. That the creditor guarantees funds in an amount equal to 125% of the cost, as approved by the governing body, of completing all required improvements.
- b. That if the subdivider fails to complete the specified improvements within the required period, the creditor shall immediately pay to the governing body upon presentation of a sight draft without further action, an amount of cash necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
- c. That this letter of credit may not be withdrawn, or reduced in amount, until released by the governing body.

#### **2. Escrow Account**

The subdivider shall deposit cash, or collateral readily convertible to cash at face value, either with the governing body or in escrow with a bank. The use of collateral other than cash, and the selection of the bank where funds are to be deposited must be approved by the governing body.

Where an escrow account is to be used, the subdivider shall give the governing body an agreement with the bank guaranteeing the following:

- a. That the funds in the escrow account are to be held in trust until released by the governing body and may not be used or pledged by the subdivider as security for any obligation during that period.
- b. That, (should the subdivider fail to complete the required improvements), the bank shall immediately make the funds in escrow available to the governing body for completing these improvements.

#### **3. Surety Performance Bond**

The bond must be executed by a surety company authorized to do business in the State of Montana and acceptable as a surety to the governing body and countersigned by a Montana agent. The bond must be payable to the County of Broadwater. The bond must be in effect until the completed improvements are accepted by the governing body.

**Comment:**

*Letters of credit may be revocable, so it is important to express that the letter of credit is irrevocable. Because the letter of credit does not incorporate the subdivision improvement agreement, the issuer of the credit cannot raise objections to the demand for payment. If the letter of credit specifies that the local government need only present a signed statement or affidavit that the subdivider is in default, the local government need not present proof of default or signed statements from any other party.*

*Under the letter of credit the local government is committed to use the funds for completion of the improvement.*

*It is important that the expiration date of the letter of credit allows the local government a reasonable amount of time after the improvements completion deadline to inspect the improvements and, if defects are found, prepare proper drafts, and present a notice of default to the lending institution.*

*Lending institutions may be reluctant to issue letters of credit to be in force for long periods of time. Typically, improvements can be completed in 18-24 months, and an additional 1 year warranty period is appropriate to allow the local government to monitor for defects or failures. Following the warranty period an additional 90 days is reasonable to give local officials time to submit any drafts and documentation to draw funds, if necessary.*

*A “sight draft” commits the payor to make payment at the time the draft is presented, or on sight. Other types of drafts allow a waiting period or approval before the payor must make the payment.*

**SUPPLEMENT 17:****IRREVOCABLE LETTER OF CREDIT**

Letter of Credit No. \_\_\_\_\_

Name of Local Government: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

To Whom It May Concern:

We hereby establish in your favor our Irrevocable Letter of Credit #\_\_\_\_ for the account of \_\_\_\_\_ (Subdivider), available by your drafts at sight up to an aggregate amount of \$\_\_\_\_\_. Should \_\_\_\_\_ (Subdivider) default or fail to complete the improvements under the terms specified in the attached subdivision improvements agreement for \_\_\_\_\_ (name of subdivision) \_\_\_\_\_ we shall pay on demand your sight draft or drafts for such funds, to the limit of credit set forth herein, as are required to complete said improvements.

All drafts must be presented prior to \_\_\_\_\_ expiration date \_\_\_\_\_ and this Letter of Credit must accompany the final draft for payment. Drafts drawn hereunder must be by sight draft marked:

“Drawn under \_\_\_\_\_ (lending institution) \_\_\_\_\_, Letter of Credit #\_\_\_\_\_ dated \_\_\_\_\_ (date of Letter of Credit) \_\_\_\_\_,” and the amount drawn endorsed on the reverse hereof by the lending institution.

Unless otherwise stated, this Letter of Credit is subject to the Uniform Customs and Practices for Commercial Documentary Credits (1983 Revision) International Chamber of Commerce. We hereby agree with the drawers, endorsers and bona fide holders of the drafts drawn under and in compliance with the terms of this Credit that these drafts shall be duly honored upon presentation to the drawee.

This letter of credit may not be withdrawn or reduced in any amount prior to its expiration date except by your draft or written release.

\_\_\_\_\_  
(Lending Institution)

\_\_\_\_\_  
(Signature and Title of Official)

**SUPPLEMENT 18:****GRANT OF ACCESS EASEMENT**

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THIS INDENTURE, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, of \_\_\_\_\_, Montana, hereinafter referred to as the "Grantor", and \_\_\_\_\_ (subdivider) of \_\_\_\_\_, Montana, hereinafter referred to as the "Grantee."

THE GRANTOR does hereby give, grant, and convey unto the Grantee, its successor and assigns, the right, privilege, and authority to construct, reconstruct, maintain, operate, repair, improve, and to travel upon and use, a road and its necessary fixtures and appurtenances through, over, and across a corridor, 60 feet wide, shown on the attached certificate of survey, extending across the following described tract(s) of land:

(legal description of Grantor's property over which easement is granted)

THIS GRANT of right and authority shall run with the said property and be binding on the Grantor, its successors, all subsequent owners, and any parties having right, title, or interest in the said property.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Grantor

STATE OF MONTANA )  
                          ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_, known to me to be the persons whose name is subscribed to the within instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal this day of \_\_\_\_\_, 20\_\_.

---

Notary Public for the State of Montana  
Residing at \_\_\_\_\_, Montana  
My commission expires \_\_\_\_\_

## **SUPPLEMENT 19: COPIES FOR DISTRIBUTION**

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The subdivider shall provide the required copies of the preliminary plat and supplement materials as determined by the Subdivision Administrator. All preliminary plats shall be 24 inch by 36 inch size, 18 inch by 24 inch in size and/or 11 inch by 17 inch size or as specified by the County Planner.

The required copies of the all supplemental materials shall be organized format with a cover sheet, table of contents, project summary, identification tab for each element and shall be bound in a three-ring binder for each set and ready for distribution.

A copy of the preliminary plat and supplement materials shall be submitted for review to the following local departments:

- County Planner Office, 1 paper copies and an electronic form (PDF) \*additional copies upon request
- Broadwater County Public Works Supervisor (prefers pdf file, if possible)
- County Sanitarian (information required for DEQ or local sanitation review)

**Final Plat (as outlined in Section II-B of the Subdivision Regulations) Application copies are to be submitted to:**

- County Planner Office (2) paper copies and an electronic form (PDF)

Required copies of the all supplement materials shall be labeled, tabbed and bound in sets ready for distribution.

## **SUPPLEMENT 20: PLANNING BOARD AND GOVERNING BODY**

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### **MEETING DATES**

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#### **County Planning Board Membership:**

5 members

To confirm Planning Board meeting date or for more information email the Broadwater County Community Development Office at [planning@co.broadwater.mt.us](mailto:planning@co.broadwater.mt.us)

*Note:* The governing body following schedules may change due to holidays.

#### **Broadwater County Commissioners:**

3 members

To confirm the dates or assistance email the Broadwater County Commissioners' Office at [commissioners@co.broadwater.mt.us](mailto:commissioners@co.broadwater.mt.us)

## **SUPPLEMENT 21: FINAL SITE PLAN REQUIREMENTS**

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Section VI-A-1(d) of the Broadwater County Subdivision Regulations requires a final site plan for subdivisions creating multiple spaces for rent or lease. This supplement lists the minimum requirements the site plan must contain.

**The final site plan must contain the following:**

1. The final plan must be legibly drawn with permanent black ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches or 24 inches by 36 inches. Margins must be a minimum 1/2-inch on all sides, or as required by the filing office.
2. If more than one sheet must be used to adequately depict the mobile home or RV park, each sheet must show the number of that sheet and the total number of sheets included.
3. A title or title block in the following format: "The final site plan for the [Name of mobile home or RV park] located within the [name of the subdivision]."
4. A north arrow.
5. A scale bar. The scale of the site plan must be sufficient to legibly represent the required information and data on the plan.
6. The boundaries and total area of the mobile home or RV park.
7. The layout and dimension of the following information as required:
  - a. Spaces;
  - b. Pads;
  - c. Storage areas;
  - d. Parking areas;
  - e. Common areas and facilities;
  - f. Location of water sources for fire protection;
  - g. Location of street lighting;
  - h. Parks and recreation areas; and
  - i. Other information as required by conditions.
8. Numbering on each pad
9. The location and dimension of roads including arrow indicating the flow of traffic if one way.
10. Any additional information deemed necessary by the governing body to meet conditions of preliminary approval.

## **Supplement 22: SUBDIVISION EXEMPTION CLAIM APPLICATION**

**OFFICE USE ONLY:**

**DATE:** \_\_\_\_\_

Examination Fee (According to the adopted RCSR Fee Schedule): \$200 included: Yes No

Required documents submitted: Yes No

Staff Signature: \_\_\_\_\_

The subdivision exemption request will be examined pursuant to 76-3-201 & 76-3-207, MCA and according to Section IX. *“Divisions of Land Exempt from Subdivision Review”* of the 2021 Broadwater County Subdivision Regulations (BCSR, Section IX).

An Advisory Meeting may be requested prior to applying for an exemption Section IX- B-1. The following materials would be required: a vicinity map, recorded survey (COS or Subdivision), and recorded deed(s).

The Exemption Review Criteria (BCSR, Section IX) includes:

- i. The nature of the claimant's business
- ii. The prior history of the tract in question (the tract of record on file at the County Clerk & Recorder Office filed prior to July 1, 1973)
- iii. The proposed configuration of the tracts if the proposed exempt transaction(s) is completed.
- iv. And any pattern of exempt transactions that will result in the equivalent of a subdivision without local government review. [State ex rel. Dreher v. Fuller, 50 St. Rpt. 454, 1993]

### **Required Documents [BCSR, Sections IX-B-2(a & b)]:**

Two paper copies and a digital copy of the following documents will need to be submitted the Subdivision Administrator:

\_\_\_\_\_ Draft Certificate of Survey (COS), amended plat (paper copies-two 18"x24" or larger), or where a survey is not required (pursuant to 76-3-401, MCA), a draft instrument of conveyance.

\_\_\_\_\_ Evidence of entitlement (such as): recorded deeds, contracts, restrictions, and covenants related to all the affected properties that have been recorded at the Broadwater County Clerk & Recorder Office within the past year.

\_\_\_\_\_ Documentation in support of the sanitation exemption(s), if applicable.

### **General Applicant Information:**

#### **1. Claimant(s):**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. Surveyor**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. Existing Tract of Record Information**

**a. Parcel and Project Description:**

Parcel (1)  
Legal Description: \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
GEO Code: 43-  
Parcel Total Size: \_\_\_\_\_ Number of tract being created: \_\_\_\_\_  
Existing Use: \_\_\_\_\_  
Parcel (2)  
Legal Description: \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
GEO Code: 43-  
Parcel Total Size: \_\_\_\_\_ Number of tract being created: \_\_\_\_\_  
Existing Use: \_\_\_\_\_

**b. History of the parcel:**

a. Is the parcel proposed to be divided as the result of a division (subdivision or COS) that occurred after July 1, 1974? Yes  No

c. If the answer is yes, describe the history of the division of the proposed parcel since July 1, 1974. Include the recorded date of the plat or survey, the name or number of the subdivision or the COS number of each division of the parcel, and the name of person who divided the property. If the parcel is within a platted subdivision, it is sufficient to reference the plat. (Attach copies of the recorded documents.)

Dated Recorded	Subdivision/COS Number	Type of Exemptions used	Name of person who divided the property

**d. Has a subdivision application for the parcel(s) been withdrawn or denied?**

\_\_\_\_\_ Yes  No

If yes, please provide the name of applicant, preliminary application date: \_\_\_\_\_

**4. Type of exemption requested**

**a. Gift or Sale to Immediate Family Member (“Family Transfer”) 76-3-207(1)(b), MCA and according to BCSR Section IX-C-1**

Recipients(s)	Relationship to Claimant	<u>Minor</u> (under 18 years) Yes or No
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The “Required Documents” listed above, and one paper and a digital copy(s) of the proposed instruments of conveyance (RCSR, page 99) such as a deed(s) for exchange of ownership (RCSR, page 99) will need to be submitted.

**b. Agricultural Exemption, 76-3-207(1)(c), MCA and according to BCSR Section IX-C-2**

(Covenant running with the land that the land will be used exclusively for agricultural purposes. No structures requiring water or sewer facilities shall be built or utilized on this parcel. The agricultural covenant is revocable only by mutual consent of the Board of County Commission and the property owner(s) through the subdivision review process.) The exemption requires a covenant running with the land in accordance with 76-3-207(1)(c), MCA, and a signed and acknowledged recitation of the covenant on the face of the survey (or conveyance document). Any such certificate of survey must be accompanied by a separate, recordable, document citing the covenant.

Description of current use and proposed use: \_\_\_\_\_  
\_\_\_\_\_

The Required Documents listed above along with the covenant as noted in this section will need to be submitted if it will be a separate document.

**c. Relocation of Common Boundary Lines and Aggregation of lots, 76-3-207(1)(a),(d), (e), and (f), MCA and according to BCSR Section IX-C-3**

Describe and provide documentation showing the need or reason for the relocation of the boundary lines or the aggregation of lots:  
\_\_\_\_\_

The “Required Documents” listed above and if applicable a paper and digital copy of the Platted Subdivision will need to be submitted.

**d. Right-of-Way or Utility Site, 76-3-201(1)(h), MCA and according to BCSR Section IX-C-7**

Right-of-way       Utility Site      (Please check one)

Description of current use and proposed use: \_\_\_\_\_  
\_\_\_\_\_

The Required Documents listed above along with the following:

Documentation to verify the utility meets the term of a “public utility” in 69-3-101, MCA.  
 Landowner approval and proof of eminent domain authority by the utility  
 Documentation to be filed shall include a notarized statement from the recipient accepting the right-of-way or utility site, and noticing that under MCA 76-3-201 a subsequent change in the use to residential, commercial, or industrial subjects the division to review under the MSPA and the local subdivision regulations.  
 Instrument of conveyance, such as a deed

**e. Other (Pursuant to 76-3-201 & 76-3-207, MCA) and according to BCSR Section IX-C-4, 5 & 6**

Reason/justification: \_\_\_\_\_  
\_\_\_\_\_

The “Required Documents” listed above and the following (one paper and digital copy):

- Mortgage Exemption also requires the following:
  - A statement of how many parcels within the original tract would be created by use of the exemption;
  - The draft deed, trust indenture or mortgage for the exempt parcel (which states that the tract of land is being created only to secure a construction mortgage, lien or trust indenture);
  - A statement explaining who will have title to and possession of the balance of the original parcel after title to the exempted parcel is conveyed;
  - A signed 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; and
  - Documentation that the lending institution is a financial or lending institution registered to do business in the State of Montana.
- Court Order also requires the following:
  - Evidence of entitlement such as a copy of the Court Order.

**5. Nature of the claimant’s business:**

a. Is the claimant in the business of dividing and selling land? Yes \_\_\_\_\_ No \_\_\_\_\_ as the claimant divided property in Broadwater County by use of an exemption after July 1, 1974?  
Yes \_\_\_\_\_      No \_\_\_\_\_

**b.** If the claimant has previously used exemptions to divide property in Broadwater County, please list the divisions and state the date, the COS Number or amended plat name and the exemption used. (Attach additional sheets as needed).

Date	C.O.S. or Amended Plat Reference	Exemption used:

## 6. Acknowledgements, initial for each

- I (we) understand that the State of Montana provides that certain divisions of land, which would otherwise constitute subdivisions, are exempt from local subdivision review and approval, unless the transactions are an attempt to evade the Montana Subdivision and Platting Act.\_\_\_\_\_
- I (we) affirm that this exemption claim is not an attempt to evade the Montana Subdivision and Platting Act.\_\_\_\_\_
- I (we) recognize that I may be subject to penalty if my actions are deemed to be an effort to evade subdivision review, as set forth in the Montana Code Annotated:
  - 76-3-301(3), MCA: If transfers not in accordance with the Montana Subdivision and Platting Act are made, the County Attorney shall commence action to enjoin further sales or transfers and complete compliance with all provision of the Montana Subdivision and Platting Act. The cost of such action shall be imposed against the party not prevailing.\_\_\_\_\_
  - Violations: Any person who violates any provision of the Montana Subdivision and Platting Act or any local regulations adopted pursuant thereto shall be guilty of a misdemeanor and punishable by a fine of not less than \$100 or more than \$500 or by imprisonment in a county jail for not more than 3 months or by both fine and imprisonment. Each sale, lease, or transfer of each separate parcel of land in violation of any provision of this chapter or any local regulation adopted pursuant thereto shall be deemed a separate and distinct offense.\_\_\_\_\_
- I (we) also recognize that making false statements on this form could subject me to criminal prosecution for False Swearing (per MCA 45-7-202) and Perjury (per MCA 45-7-201).\_\_\_\_\_
- I (we) also recognize that per 45-7-203(1), MCA (Unsworn falsification to authorities), A person commits an offense under 45-7-203 if, with the purpose to mislead a public servant in performing an official function, the person:
  - i. makes any written false statement that the person does not believe to be true \_\_\_\_\_;
  - ii. purposely creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements from being misleading \_\_\_\_\_;

- iii. submits or invites reliance on any writing that the person knows to be forged, altered, or otherwise lacking in authenticity; or
- iv. submits or invites reliance on any sample, specimen, map, boundary mark, or other object that the person knows to be false.

**7. Signatures:** (if more than two claimants please attach additional sheets)

I (we), \_\_\_\_\_ [Name of Claimant(s)], have read the foregoing Subdivision Exemption Claim Application and affirm that it is true and correct.

---

Claimant's Signature

---

Date

I, \_\_\_\_\_ [Name of Claimant(s)], have read the foregoing Subdivision Exemption Claim Application and affirm that it is true and correct.

---

Claimant's Signature

---

Date

XX

*Below are examples of certification required on the face of the survey:*

XX

**Certificate of Exemption  
(Family Gift or Sale)**

I (We) hereby certify that the purpose of this division of land is to transfer Tract \_\_\_\_\_ as shown on this certificate of survey to (name of grantee), my (our) (father) (mother) (daughter) (son) (wife) (husband). I (we) certify that is the single (only) gift or sale (I) (we) have made to the immediate family member in the County of \_\_\_\_\_ for the purpose of this exemption. Furthermore, I (we) certify that I (we) am (are) entitled to use this exemption and am (are) in compliance with all conditions imposed by law and regulation on this use of this exemption. Therefore, this division of land is exempt from review as a subdivision pursuant to section 76-3-207(1)(b), MCA.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

---

(Name landowner)

Acknowledgement and notarized is required.

XX

**Certificate of Exemption  
(For Agricultural Purposes)**

I (We) certify that the purpose of this survey is to create a parcel of land to be used exclusively for agricultural purposes, and that a covenant has been entered into by the parties to the transaction, running with the land and revocable only by mutual consent of the governing body and the property owner, that the land will be used exclusively for agricultural purposes, and this survey is, therefore, exempt from review as a subdivision pursuant to section 76-3-207(1)(c), MCA.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name of landowner)

Acknowledgement and notarized is required.

**Example Acceptance of Certificate of Survey – Agricultural Covenant Exemption**

This declaration, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (Name of Property Owner(s), hereinafter referred to as the “Declarant(s);

That whereas, Declarant is the owner of certain property described as tract(s) \_\_\_\_\_, certificate of survey number \_\_\_\_\_ on file and record in the office of the Clerk and Recorder of \_\_\_\_\_ County, Montana.

Now, therefore, Declarant hereby declares that the parcel(s) described above shall be held, sold, and conveyed in any matter subject to the following covenant, which shall run with the real property and be binding on all parties having any right, title, or interest in the described property (properties) or any part thereof, their heirs, executors, successors, administrators, and assignees, and shall bind each owner thereof. This covenant may be revoked by the governing body after receiving final subdivision approval. The governing body is deemed to be party to and may enforce this covenant. TO WIT.

The parcel(s) described above shall be used exclusively for agricultural purposes and no building, house, dwelling, or structure requiring sanitary restrictions imposed under Title 76, Chapter 4. .

IN WITNESS WHEREOF, the undersigned, being the Declarant(s), herein, has (have) hereunto set his (her) (their) hand(s) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Landowner (Print Name of Landowner)

State of Montana      )  
                          :  
County of Broadwater )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public for the State of Montana, personally appeared, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, members of the Board of County Commissioners, and \_\_\_\_\_, County Clerk & Recorder, known to me to be the persons whose names are subscribed to the within instrument and acknowledge to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notary seal the day and year first above written.

(seal)

Print Name: \_\_\_\_\_  
Notary Public for the State of Montana  
Residing in: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

Broadwater County Commissioners

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

\_\_\_\_\_  
Commissioner

Broadwater County Clerk & Recorder

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Certificate of Exemption  
(Relocation of Common Boundary)**

I (We) certify that the purpose of this survey is to relocate common boundary line between adjoining properties outside a platted subdivision (or inside a platted subdivision) (or between a single lot within a platted subdivision and adjoining land outside a platted subdivision) and that no additional parcels are hereby created. Therefore this survey is exempt from review as a subdivision 76-3-207(1)(a), (d), or (e) MCA.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of Property owner(s))

Acknowledgement and notarized is required.

XX

**Certificate of Exemption  
(Aggregation of Lots)**

I (We) certify that the purpose of this survey is to aggregate existing lots within a platted subdivision, that fewer than six lots are affected, and that no additional parcels are hereby created. Therefore, this survey is exempt from review as a subdivision pursuant to section 76-3-207(1)(f) MCA.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

(Name of Property owner(s))

Acknowledgement and notarized is required.

XX

**Certificate of Exemption  
(SECURITY FOR MORTGAGE, LIEN, OR TRUST INDENTURE)**

I (We) hereby certify that the purpose of this survey is to create a parcel of land to provide security for mortgage or loan purposes and that this exemption complies with all conditions imposed on its use. Therefore, this survey is exempt from review as a subdivision pursuant to Section 76-3-201 (1)(b) MCA and from review by the Montana Department of Environmental Quality MCA, 76-4-125(2)(a), the exclusion cited in 76-3-201.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

(Name of land owner(s))

Acknowledgement and notarized is required.

XX

**Certificate of Exemption  
(Rights-of-Way or Utility Site)**

I (We) certify that the purpose of this survey is to create a parcel for a \_\_\_\_\_ utility sites and therefore this survey is exempt from review as a subdivision pursuant to section 76-3-201(1)(h) MCA. Furthermore, I (We) certify that a change in the use of land to residential, commercial, or industrial is subject to the requirements of subdivision review.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

(Name of land owner(s))

Acknowledgement and notarized is required.

XX

**Certificate of Exemption  
Approval by Governing Body**

The Board of County Commissioners of Broadwater County, Montana hereby certifies that the Commissioners have examined the (INSERT TYPE OF EXEMPTION USED) Certificate of Survey and found it to be exempt from subdivision review.

Dated this \_\_\_\_\_ of day \_\_\_\_\_, 20 \_\_\_\_.

Attested by:

NAME  
Commissioner Chair

NAME  
County Clerk & Recorder

XX

**Certificate of County Treasurer**

I hereby certify, pursuant to Section 76-3-207(3), MCA, that all real property taxes assessed and levied on the land shown hereon have been paid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Tax Statement No. \_\_\_\_\_

(Seal)

(Signature of County Treasurer)      Treasurer,  
Broadwater County, Montana