

BLAINE COUNTY

Submittal and Review Process for Subdivision Applications

A Subdivision Application for review must be submitted in hard copy format to the County. The process is outlined below and a flow chart of the process is also included:

Review Process:

The applicant or applicant's representative must fill out the preapplication request form and provide a drawing of the proposed development for review by the planner. The form and drawing must be submitted to the planner, contact information provided below, for review and comment. The planner will prepare comments on the proposed subdivision to the applicant and/or representative. The comments will outline any potential issues, requirements that will need to be met, application materials required, and required review fee for the subdivision. A copy of the preapplication comments will be provided to the Blaine County Clerk and Recorder.

Upon completion of the preapplication review, the applicant may submit the preliminary subdivision application along with all the required supplemental materials as required by the regulations and the preapplication comments. Application must be submitted to the Blaine County Clerk and Recorder with the required review fee. The Clerk and Recorder will send the application to the planner to begin the review process, see the attached flow chart for review periods. Upon completion of review, the planner will work with the County to schedule all public hearings and meetings for review of the application by the Planning Board and/or the County Commissioners. Once complete the applicant will have either an approval, approval with conditions, or denial of their proposed preliminary plat of the subdivision.

If the application is denied by Blaine County, then the applicant can go no further in the process. If the application is approved, then the applicant may submit the final plat application and the final plat survey for review and filing. If the application is approved with conditions, then the applicant will be required to comply with all conditions of approval prior to submitting a final plat application and the required review fee. Once all conditions of approval are addressed the applicant may submit a final plat application, the required review fee, proof that all conditions of approval have been met, and the final plat survey for review and approval by the planner and the County Commission.

Once the final plat is approved by the County Commissioners the survey may be filed with the County Clerk and Recorder. All questions on potential subdivisions should be directed to the Blaine County Contract Planner, contact information is included below.

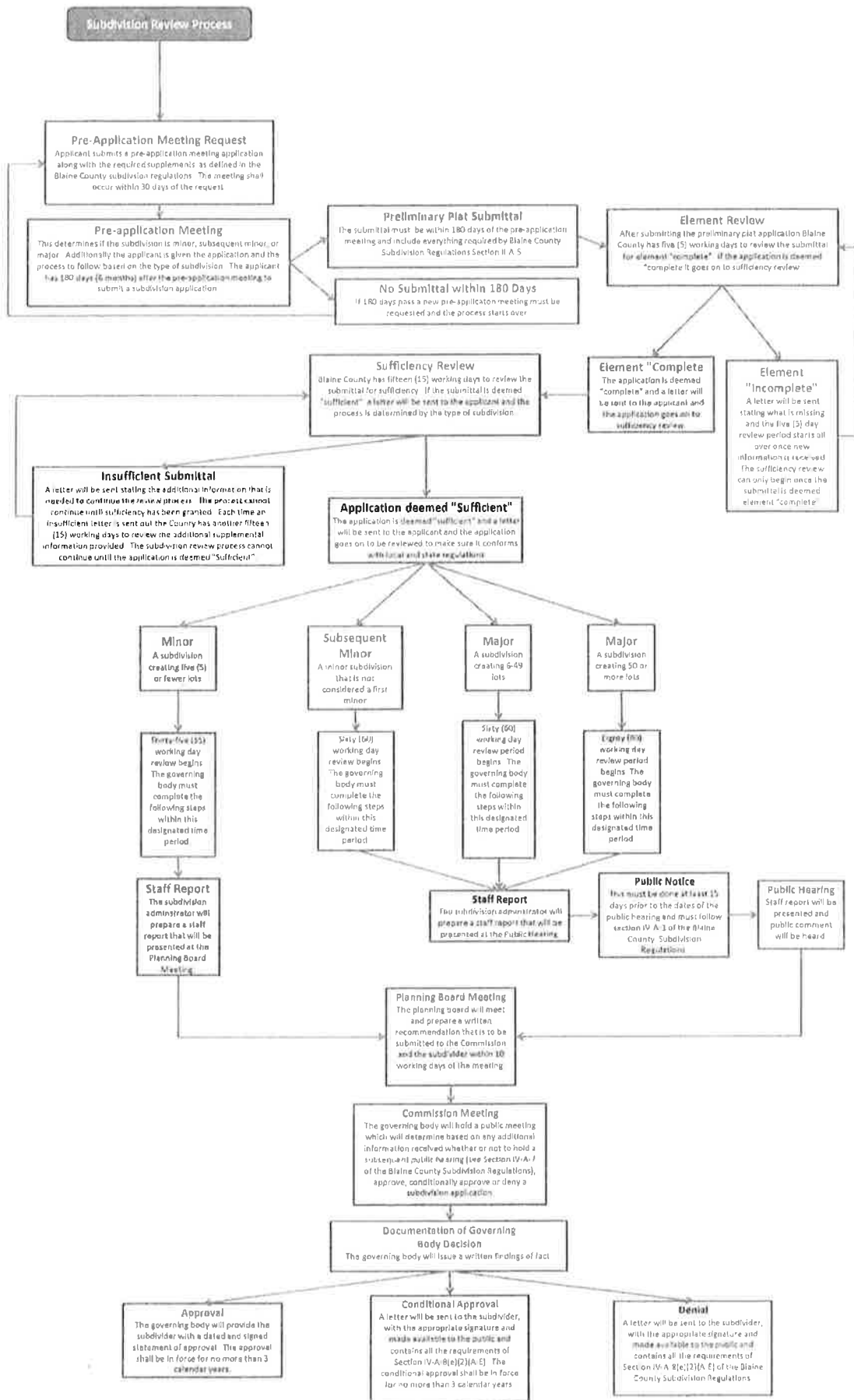
Contact Information:

Clerk and Recorder

Blaine County Clerk and Recorder
c/o Pauly B. Miller
P.O. Box 278
Chinook, MT 59523
(406)357-3240
Pbmiller@blainecounty-mt.gov

Contract Planner

WWC Engineering
c/o Jeremy Fadness
1275 Maple Street, Suite F
Helena, MT 59602
(406)443-3962
jfadness@wwcengineering.com



ADMINISTRATIVE MATERIALS "A"

SUBDIVISION PLAT APPLICATION

PART I GENERAL DESCRIPTION AND INFORMATION

1. Name of the proposed subdivision _____
2. Location (City and/or County) _____
Legal description: _____ 1/4 _____ 1/4 of Section _____ Township _____ Range _____
3. Type of water supply system:
 - a. Individual surface water supply from spring _____
 - b. Multiple-family water supply system (3-14 connections and fewer than 25 people) _____
 - c. Service connection to multiple-family system _____
 - d. Service connection to public system _____
 - e. Extension of public main _____
 - f. New public system _____
 - g. Individual well _____
4. Type of wastewater treatment system:
 - a. Individual or shared on-site septic system _____
 - b. Multiple-family on-site system (3-14 connections and fewer than 25 people) _____
 - c. Service connection to multiple-family system _____
 - d. Service connection to public system _____
 - e. Extension of public main _____
 - f. New public system _____
5. Name of solid waste garbage disposal site and hauler:

6. Is information included which substantiates that there will be no degradation of state waters or that degradation will be non-significant?

8. Descriptive Data:
 - a. Number of lots or rental spaces _____

- b. Total acreage in lots being reviewed _____
- c. Total acreage in streets or roads _____
- d. Total acreage in parks, open space, and/or common facilities _____
- e. TOTAL gross acreage of subdivision _____
- f. Minimum size of lots or spaces _____
- g. Maximum size of lots or spaces _____

9. Indicate the proposed use(s) and number of lots or spaces in each:

- _____ Residential, single family
- _____ Residential, multiple family
- _____ Types of multiple family structures and numbers of each (e.g. duplex)
- _____ Planned Unit Development (Number of units _____)
- _____ Condominium (Number of units _____)
- _____ Mobile Home Subdivision (Number of spaces _____)
- _____ Recreational Vehicle Subdivision (Number of spaces _____)
- _____ Commercial or Industrial
- _____ Other (please describe) _____

10. Provide the following information regarding the development:

- a. Current land use _____
- b. Existing zoning or other regulations _____
- c. Depth to ground water at the time of year when water table is nearest to the natural ground surface within the drainfield area _____
- d. Depth to bedrock or other impervious material in the drainfield area _____
- e. If a tract of land is to be subdivided in phases, an overall development plan indicating the intent for the development of the remainder of the tract.
- f. Drafts of any covenants and restrictions to be included in deeds or contracts for sale. Drafts of homeowners' association bylaws and articles of incorporation, if applicable. (Submitting a draft copy of a homeowners' association bylaws and articles of incorporation is adequate for DEQ to initiate and complete its review of sanitary facilities, but a copy of the fully executed documents must be submitted before DEQ can issue final approval.)

- g. Indicate whether the mineral rights have been severed from the property:
Yes _____ No _____ Unknown _____
- h. Indicate whether water rights have been severed from the property:
Yes _____ No _____
- 11. Is the applicant claiming an exemption under Section IV-A-1 of the subdivision regulations from the requirement to prepare an environmental assessment?
Yes _____ No _____

Name, address, and telephone number of designated representative, if any (e.g., engineer, surveyor).

Name Phone

Address (Street or P.O. Box, City, State, Zip Code)

Name, address, and telephone number of owner(s).

Name Signature of owner

Address (Street or P.O. Box, City, State, Zip Code)

Date Phone

Name, address, and telephone number of sub-divider if different than owner(s).

Name Signature of sub-divider

Address (Street or P.O. Box, City, State, Zip Code)

Date Phone

The application must be signed by the owner of the land proposed for subdivision or the responsible officer of the corporation offering the same for sale.