

FALLON COUNTY PLANNING DEPT.
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ATTENTION FALLON COUNTY & CITY OF BAKER LANDOWNERS:

If you are thinking about subdividing your property, you are encouraged to read Section II-A-4 Pre-application Process as set forth below. The latest edition of The Fallon County/City of Baker Subdivision Regulations was adopted in 2008. This will serve as a guideline to you in order to satisfy the subdivision regulations process. We, at the Planning Department, want to let you know our goals in serving you are:

- To treat everyone equally
- To follow the subdivision laws as set forth by the State of Montana
- To make the process as painless as possible for all parties involved

Thank you for taking the time to review this document. If you have any questions or concerns, please call, e-mail or just drop by our office and we will visit.

Kit Anderson, Fallon County Planner

II-A-4. 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 30 days after the subdivider submits a written request for the meeting to the subdivision administrator.
- 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.
- C. 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:
- D. Information on the current status of the site, including:
1. Location
 2. Approximate tract and lot boundaries of existing tracts of record
 3. Description of general terrain
 4. Natural features on the land, including water bodies, floodplains geologic hazards, and soil types
 5. Existing structures and improvements
 6. Existing utility lines and facilities serving the area to be subdivided
 7. Existing easements and rights of way
 8. Existing zoning or development regulation standards
 9. Existing conservation easements
 10. Existing covenants or deed restrictions

11. Existing noxious weeds

E. Documentation on the current status of the site, including:

- 1. Ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide**
- 2. Water rights, including location of Agricultural Water User Facilities**
- 3. Any special improvement districts**
- 4. Rights of first refusal for the property.**

F. 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; and**
- 5. Parks and open space and proposed conservation easements**

G. At the pre-application meeting:

- 1. 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 floodplain regulations, building codes and fire codes;**
- 2. 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; and,**
- 3. The subdivision administrator may identify particular 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 at a later time.**
- 4. Unless the subdivider submits a subdivision application within six months of this pre-application meeting, the subdivider must request a new pre-application meeting prior to submitting the subdivision application.**

II-A-5. Subdivision Application and Preliminary Plat Submittal

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 applicable:

1. A completed and signed Subdivision Application Form;
2. The required review fee;
3. A preliminary plat;
4. A Vicinity Sketch;
5. A topographic map;
6. A grading and drainage plan;
7. Engineering plans for all Public and Private Improvements;
8. Overall development plan if development is in phases;
9. Abstract of Title (or Title Report);
10. Lien holders' acknowledgement of subdivision;
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. Existing water rights;
15. Existing mineral rights;
16. Names and addresses of all adjoining property owners;
17. Proposed road plans and profiles;
18. Approach/access/encroachment permits from Montana Department of Transportation or the local jurisdiction;
19. Proposed easements;
20. Proposed disposition of water rights;
21. Proposed disposition of mineral rights;
22. Parkland dedication calculations;
23. Environmental assessment and/or summary of probable impacts;
24. Transportation impact analysis or transportation plan;
25. Fire risk rating analysis and fire prevention plan;
26. Weed management plan and re-vegetation plan;
27. Property owners' association documents, including draft articles of incorporation, declaration and bylaws;
28. FIRM or FEMA panel map and letter identifying floodplain status;
29. Required water and sanitation information;
30. A form of Subdivision Improvements Agreement, if proposed;
31. Letter requesting a revocation of agricultural covenants;
32. Letter indicating locations of cultural or historic resources;
33. Variance request or approval;
34. Re-zoning application or approval;
35. Flood hazard evaluation;
36. 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; and
37. Such additional relevant and reasonable information as identified by the Subdivision Administrator during the pre-application meeting that is pertinent to the required elements of this section.