



# Lincoln County Planning Department

Mailing Address: 418 Mineral Ave | Libby, MT. 59923

Website: <http://www.lincolncountymt.us/planning-home>



Please submit this form to the above address along with your name & address, a (max 11x17) copy of the plat map or sketch of the tract to be divided and how you are proposing to divide it.

Subdivision Type

- 1<sup>st</sup> Minor Subdivision
- Subsequent Minor
- Major Subdivision

- City/Town Limits
- County Boundary

Development Land Use:

- Single Family Lot
- Multi-Family Lot
- RV Park/Lot
- Aggregation Exempt Lot
- Commercial Lot
- Other: \_\_\_\_\_

- Recreational Lot
- Rent/Lease
- Mobile Home Park./Lot
- PUD Development
- Condo Development

Proposed Subdivision Name: \_\_\_\_\_

No. of Lot(s): \_\_\_\_\_ Min. Acre: \_\_\_\_\_ Max. Acre: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Land Owner Name(s): \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Agent: \_\_\_\_\_

Surveyor's Agents Email: \_\_\_\_\_

### A: General Subdivision Questions

Yes No

Have you checked with the Clerk & Recorder to see if there are covenants associated with your property?

If so, are you able to further divide you're your property? (No restrictions)

**\*\*\* If No, you are unable to start the subdivision process\*\*\***

What is the current land use of the proposed subdivision: \_\_\_\_\_

What is the land use of the adj. properties to the subdivision: \_\_\_\_\_

Will you be requesting a variance with the subdivision application?

If so, from what provision of the subdivision regs? \_\_\_\_\_

Have you contacted the Lincoln County Environmental Health Dept. and Asbestos Resource Program (Libby/Troy) to see if there are any related issues?

Are you covered for structural protection? Which Dept: \_\_\_\_\_

Will you be requesting that a FRA (Fire Risk Assessment) be waived?

**\*\* If Yes you will need a letter from a County FRE approving the waiver; there is a fee**

Are there any existing Structure on the lot(s)?

Amt:: \_\_\_\_\_ Type(s): \_\_\_\_\_

## B: Road & Access Questions

Yes No

What Type of road will the subdivision be accessed by a:

Private  County  City  USFS/RFD  State  Other

Does the access road have an existing Name: \_\_\_\_\_

What is the easement width: \_\_\_\_\_ What is the surface width: \_\_\_\_\_

If Access road is private, do you have easement to use the Private Road (Need to provide documentation)

Will the proposed Subdivision create new private roads?

How Many? \_\_\_\_\_

How far is the subdivision from the nearest community? \_\_\_\_\_

## C: Sanitation / Water Questions

Yes No

Are you exempting any lots from Sanitation Review?

Which exemption will you be using? \_\_\_\_\_

**\*\* Please be aware that regardless of Sanitation Exemption; it will still need to go through local review which will incur a submittal and a fee \*\***

Is there surface water **IN** the subdivision?

What type? (pond, creek, river, etc): \_\_\_\_\_

Name of waterway: \_\_\_\_\_

Is there surface water **NEAR** the subdivision?

What type? (pond, creek, river, etc): \_\_\_\_\_

Name of waterway: \_\_\_\_\_

Where is it located in conjunction to property? \_\_\_\_\_

Is the property in a FEMA Floodplain?

What is the FEMA FIRM Map Panel No: \_\_\_\_\_

**\*\* If Yes, be aware, that you may be required to prepare a floodplain analysis.**

Do you have water rights to the property?

Are there any irrigation ditches or natural drainage areas within the subdivision?

Describe the type and location

Are you within the GLID District?

Have you contacted GLID to verify their ditch location in conjunction to your property?

Will your development disturb one (1) or more acres of soil (either during preliminary or construction?)

**\*\*\* If Yes, Be aware, that you will be required to file for a Stormwater Pollution Prevention Plan (SWPP)**

**C: Items to be attached with Pre-Application**

**Sketch / CAD / PLAT Map (to include but not limit to info below)**

*Showing Approximate boundaries, dimension, areas and distance, access, existing structures, adjacent subdivision names, natural features, floodplains, RV Space Design, COS #'s, proposed lot boundaries, and access from proposed subdivision to an existing public*

**Existing Covenants & Deed Restrictions**

**Vicinity Map with subject property highlighted**

**Aerial Photograph with subject property highlighted**

**By marking this checkbox, I, the developer/surveyor, understand that this pre-application meeting is for informational purposes in helping to identify potential issues that the Planning Staff recommends be addressed during the subdivision review process.**

Developer/Surveyor Signature

Date

Developer/Owner Signature

Date

**TO BE COMPLETED BY THE COUNTY PLANNING DEPARTMENT ONLY**

Pre-App Received:

Complete

Incomplete

Date Returned to Surveyor:

Reason for Return:

**Possible Fees (these are a minimum and do not include Surveyor and recording fees)**

Minor Subdivision (\$500)

Weed Assessment - Minor \$200<sup>2</sup>

Sub. Minor Subdivision (\$650)

Weed Assessment - Major \$300 + \$10/lot<sup>2</sup>

Major Subdivision (\$800 + \$50/Lot)

Local Environmental Health Review (\$100)

Mobile Home/RV/Condo (\$100/space)

Road Signs (\$45 each)

Variance Required (\$100)

Road Sign Post & Install (\$128 each)

FRA - Minor (\$150)<sup>1,2</sup>

Adj. L/O Certified Mailing Fees (\$6 each)

FRA - Major (\$200+\$10/lot)<sup>1,2</sup>

# of Adj. L/O: \_\_\_\_\_

<sup>1</sup> From County Approved Fire Risk Evaluators (FRE). Mileage will be added by the FRE based on current government rates. There will be a \$25/hr fee for travel outside an FRE's local area.

<sup>2</sup> Off-season assessments may require bonding for work to be completed at a later date on a per acre basis fee.

**Estimated** total for Subdivision Review Fees: \$ \_\_\_\_\_

Notes from Planning Staff

