



LINCOLN COUNTY PLANNING DEPARTMENT

418 MINERAL AVE | LIBBY, MT. 59923 | P: (406) 293-7781 EXT. 238
F: (406) 293-5640 | WEBSITE: [HTTP://WWW.LINCOLNCOUNTYMT.US/PLANNING_DEPT.HTM](http://www.lincolncountymt.us/planning_dept.htm)

LINCOLN COUNTY PLANNING DEPARTMENT PRE-APPLICATION FORM

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

Subdivision Type: First Minor Subdivision
 Major or Subsequent Minor Subdivision

Subdivision Name : _____

No. of Lot(s): _____ Total Acreage: _____

Legal Description _____

Land Owner(s) Name: _____

Surveyor Name: _____

Surveyor Email: _____

A. YES NO GENERAL SUBDIVISION QUESTIONS:

- 1. Have you checked with the Clerk & Recorder to see if there are covenants associated with your property?
1a If so, are you able to further divide you're your property?
1b. ***** If No, you are unable to start the subdivision process.*****
- 2. What is the current land use of the proposed subdivision: _____
- 3. What is the land use of the adjacent properties to the subdivision: _____
- 4. Will you be requesting a variance with the subdivision application?
4a. If so, from what provision of the subdivision regulations: _____
- 5. Have you contacted the Lincoln County Environmental Health Dept. to see if there are any sanitation issues?
- 6. Are you exempting any lots from Sanitation Review?
6a. What exemption will you be using: _____
- 7. Will you be requesting that a FRA (*Fire Risk Assessment*) be waived?

B. YES NO ROAD ACCESS QUESTIONS:

- 1. Is the subdivision going to be accessed by a: Public / County / USFS / State Road: _____
1a. What is the easement & driving surface of the Public / County / USFS / State Road: _____
1b. What is the driving surface material of the Public / County / USFS / State Road: _____
1c. What is the name of the public road: _____
- 2. Is the subdivision going to be accessed by an existing private road: _____
2a. What is the easement & driving surface of the existing private road: _____
2b. What is the driving surface material of the existing private road: _____
2c. What is the name of the private road: _____
2d. Do you have easement to use the Private Road **AND** did you provide the documentation with the pre-application?
- 3. How far is the subdivision from the nearest community: _____ Miles
3a. In what direction: _____

C. YES NO TOPOGRAPHY QUESTIONS:

- 1. 0% - 5%: _____ (numbers of acres)
- 2. 6% - 10%: _____ (numbers of acres)
- 3. 11% - 15%: _____ (numbers of acres)
- 4. Over 20%: _____ (numbers of acres)

D. YES NO VEGETATION QUESTIONS:

- 1. Grass / Meadows: Total acres or Which Lots: _____
- 2. Rocky: Total acres or Which Lots: _____
- 3. Forested: Total acres or Which Lots: _____
- 4. Brush: Total acres or Which Lots: _____
- 5. Other: _____

E. YES NO SOIL CHARACTERISTICS QUESTIONS:

- 1. Sandy: Total acres or Which Lots: _____
- 2. Boulder: Total acres or Which Lots: _____
- 3. Clay: Total acres or Which Lots: _____
- 4. Gravel: Total acres or Which Lots: _____
- 5. Duff & Bedrock: Total acres or Which Lots: _____
- 6. Other: _____

F. YES NO WATER QUESTIONS:

- 1. Is there surface water **in** the subdivision?
 - 1a. What type? (pond, creek, river, etc) _____
 - 1b. What is the name of it? _____
- 2. Is there surface water **near** the subdivision?
 - 2a. What type is near the property? (pond, creek, river, etc) _____
 - 2b. What is the name of it? _____
 - 2c. Where is it located to the proposed subdivision? _____
 - 2d. ***If the water source is more than 2 road miles away, be aware that you may need to annex into a Fire District and there may be recommendations for a suitable water source to be***
- 3. Is the property in a floodplain?
 - 3a. What is the FEMA Map Panel: _____
If Yes, be aware, that you may be required to prepare a floodplain analysis.
- 4. Do you have water rights to the property?
- 5. Are there any irrigation ditches or natural drainage areas **within** the subdivision?
 - 5a. Describe the type and location _____
- 6. Are you within the GLID District?
 - 6a. Have you contacted GLID to verify their ditch location in conjunction to your property?

G. YES NO ITEMS TO BE ATTACHED WITH PRE-APPLICATION FORM

- 1. **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, COS #'s, proposed lot boundaries, and access from proposed subdivision to an existing public road.
- 2. **Existing Covenants & Deed Restrictions**
- 3. **Vicinity Map with subject property highlighted**
- 4. **Aerial Photograph with subject property highlighted**

Send in the Pre-Application form signed with ORIGINAL signatures, and WITH all the attachments to the Lincoln County Planning Department. Include an email address and a meeting date will be sent to you.

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 / Land Owner: _____	Date: _____
Planning Department Signature: _____	Date: _____