

LINCOLN COUNTY PLANNING DEPARTMENT
PRELIMINARY PLAT CHECKLIST

This checklist shall be completed and returned as part of the submittal. Any item checked "NO" or "N/A" must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant.

Subdivision Type: First Minor Subdivision {per MCA 76-3-609(2)} Major Subdivision

Subdivision Name: _____ **Number of Lots:** _____

Preliminary Plat Map Requirements (3 FULL hardcopies; 2 if on Disc). *The following **must** be supplied and considered part of the preliminary plat:*

The Completed Subdivision Application should have all of the following items:

YES	NO	N/A	#1. Preliminary Plat Maps (in the following sizes and with the following information on the face of the plat)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) 24 x 36 in size
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	three (3) 11x17 in size
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	three (3) 8.5x11 in size
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Development Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete, Correct & Full Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale used on the plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Names of owner(s) of record and sub-divider(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Preliminary Plat was drawn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior boundaries of the property to be subdivided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate location of all section or legal subdivision corners pertinent to the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate dimensions and area of each lot. Lots and blocks shall be designated by number and area (as applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All streets, alleys, avenues, roads and highways, included the proposed names.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The area, locations, boundaries, and dimensions of all parks, common areas, and other areas dedicated for public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total gross area of the subdivision and total net area of lots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground elevations of the tract, including elevations and benchmarks. Contour intervals shall be vertical intervals of two (2) feet where the average slope is less than 10% and at five (5) foot intervals where the average slope is greater than 10%.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate location and identification of all existing and proposed private and public easements and right-of-ways, including descriptions of their widths and purposes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and/or proposed irrigation ditch easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed locations of intersections, other access points, and access control lines for any subdivision requiring access to major highways or thoroughfares.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identified hazard areas shall be prominently shown on the subdivision plat and in other records of conveyance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any proposed "No-Build / No-Disturbance" area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The area of the subdivision within the FEMA-designated floodway and/or flood fringe, if applicable

YES	NO	N/A	#2. Project Summary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A full description of existing site conditions and project proposal

YES	NO	N/A	#3. Primary Review Criteria Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	pursuant to MCA 76-3-603 & 608(3) and a report describing the probable impacts resulting from the proposed subdivision and proposed mitigation for each the seven (7) criteria described in the Lincoln County Subdivision Regulation Section IV-4-C [First minor subdivisions must provide a Summary of Probable Impacts, which can be incorporated into the Project Summary, for each of the criteria]

YES	NO	N/A	#4. Supplemental Maps (some of which may be combined or the information can be included on the face of the preliminary plat)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map showing the subject property and the area within 1000 feet of it.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A map showing the relationship of the proposed subdivision to the adjacent property and roads to included:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- The names of platted subdivisions and certificates of survey numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Ownership of adjacent lands, including those across public/private rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An aerial photograph showing the location of the proposed subdivision and area located within three hundred (300) feet of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey history of the subject property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A USGS topographic map with the subject property clearly indicated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Existing Conditions Map of the Lincoln County Subdivision Regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other maps as a result of addressing the Primary Review Criteria

YES	NO	N/A	#5. Phasing Plan (as applicable; with each phase numbered in the order they are proposed to be filed indicating the following):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date each phase will be submitted for final plat review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improvements to be completed with each phase
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount of parkland dedication required for each phase and amount provided

YES	NO	N/A	#6. Street and Road Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical cross-sections for each type of road proposed or road improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road profiles and cross-sections for all proposed streets and roads which have grades exceeding seven (7) percent cuts and fills exceeding three (3) feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grades, surfaces and base thickness, and width
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street Names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum suite distances and curb radii at corners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and characteristics of bridges and culverts; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For cul-de-sac streets, provide the widths of turn-around radii, minimum right-of-way widths at turn-arounds, minimum surface widths at turn-arounds, and total length.

YES	NO	N/A	#7. Utility Plan (showing existing and proposed infrastructure on and within five-hundred (500) feet of the property, including):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate location, size and depth of nearest sewer and water mains
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate location and size of wells and fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate location of nearest electric and telephone services

YES	NO	N/A	#8. Water and Sanitation (The state of Montana [MCA 76-3-622] requires the subdividers to provide the following water and sanitation information for any new subdivision that will include a new water supply system or new wastewater facility In compliance with this law, <u>attach a separate document</u> entitled, "Water & Sanitation Report," which contains the following):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map or plan that shows:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, within 100 feet outside the exterior property line of the subdivision and on the proposed lots, of flood plains; surface water features; springs; irrigation ditches
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing, previously approved and proposed water wells and wastewater treatment systems including mixing zones for the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The representative drain-field site used for the soil profile description; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, within 500 feet outside of the exterior property line of the subdivision, of public water and sewer facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A description of the proposed subdivision's water supply systems, storm water systems, solid waste disposal systems, and wastewater treatment systems, including whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public water and sewer facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A drawing of the conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet (1:200) that shows all information required for a lot layout document in rules adopted by the Department of Environmental Quality (DEQ) pursuant to MCA 76-4-104.

YES	NO	N/A	#8. Water and Sanitation cont'd
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of suitability for new on-suite wastewater treatment systems that, at a minimum, include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A soil profile description from a representative drain-field site identified on the vicinity map that complies with standards published by the DEQ
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstration that the soil profile contains a minimum of four (4) feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater treatment system and a limiting layer; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In cases in which the soil profile or other information indicates that ground water is within seven (7) feet of the natural ground surface, evidence that the ground water will not exceed the minimum vertical separation distance of four (4) feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For new water supply systems, unless cisterns are proposed, evidence of adequate water availability:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtained from well logs or testing of onsite or nearby wells
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtained from information contained in published hydro-geological reports; or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As otherwise specified by rules adopted by the Department of Environmental Quality (DEQ) pursuant to MCA 76-4-104
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of sufficient water quality in accordance with rules adopted by the DEQ pursuant to MCA 76-4-104
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 MCA 75-5-301 and MCA 75-5-303 related to standard mixing zones for ground water, source specific mixing zones, and non significant 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, the subdivider may perform a complete non-degradation analysis in the same manner as is required for an application that is reviewed until Title 76, Chapter 4).

YES	NO	N/A	#9. Slope Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A topographical map showing slopes greater than 30%

YES	NO	N/A	#10. Additional Material (as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In areas where there is potential for landsliding, slope instability or high ground water, provide a report by a qualified soil or geotechnical engineer indicating the locations, character, and extent of all areas subject to said hazards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When evidence of high groundwater or unstable soil is present provide a groundwater drainage mitigation plan prepared by a licensed professional engineer to mitigate the problem.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Risk Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Analysis, if the proposed project generates 400 or more ADT on any one road based on a trip distribution analysis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If access to the subdivision is across private property not owned by the subdivider, provide evidence of legal access or describe how it will be obtained prior to filing the final plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Covenants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variance Requests

YES	NO	N/A	#11. Covenants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If common property is to be deeded to a property owners' association (e.g. HOA), the covenants and by-laws which govern the association must, at a minimum, provide for the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transition of control of the association from the Declarant to the homeowners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Formation of a property owners' association and filing of the Articles of Incorporation with the Secretary of State's office;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mandatory membership for each property owner. Purchasers of property may also be required to sign a waiver of right to protest the formation of a maintenance district to maintain improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perpetual reservation of the common property when required under MCA 76-3-621(6)(a);
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payment of liability insurance premiums, local taxes, and the cost of maintaining recreational or other facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Placement of liens on the property of lot owners who are delinquent in the payment of association fees and assessments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjustment of assessments to meet changing needs

YES	NO	N/A	#11. Covenants cont'd
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Means of enforcing the covenants, and of receiving and processing complaints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dissolution of the association and modification of the covenants and restrictions after obtaining the governing body's approval of the change; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular maintenance of roads, parks, buildings, drainage facilities, and other facilities controlled by the association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A section identifying covenants cannot be changed without the governing body's approval. Such provisions may include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noxious Weed Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WUI Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Riparian Buffer Area

YES	NO	N/A	#12. Road Maintenance Agreement <i>(A preliminary road maintenance agreement (RMA) is required for all private roads and common accesses providing legal access to lots within the subdivision and must address the following provisions):</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of the parcels that are subject to the agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sections of the road(s) or access locations subject to RMA;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The RMA is binding to any person having an interest in a parcel subject to the RMA;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any person providing public utilities may use the utility easements for such purposes;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decisions to undertake any road maintenance is the responsibility of the landlords and shall be based on the majority vote (over 50%) of the parties to this agreement;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parties eligible to cast a vote (one vote per parcel);
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How the costs of maintenance will be assessed (equally or disproportionately) to the parties in the RMA;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The amount to be assessed in the event that a party subdivides a parcel that is subject to the RMA;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the event that an assessment becomes delinquent, the assessment and interest and the cost of collection shall become a continuing lien on the lot;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The RMA is perpetual and cannot be rescinded unless the county or state agrees to maintain the roadway described in the agreement;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance of dust control, snow removal, maintenance of storm water discharge facilities, ordinary maintenance and reconstruction if necessary. The RMA shall also include on-street parking enforcement as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The agreement may be amended, except that it may not be amended to be less strict or less inclusive; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notary statements

By marking this checkbox, I agree to allow the Lincoln County Planning Department to send copies of correspondence to any and/or all affected parties to this application.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Surveyor's Signature: _____ Date: _____

Preliminary Plat Checklist Complete (Yes / No): _____

Planning Staff Signature: _____ Date: _____