

1. Describe and locate on a copy of the preliminary plat, or on a plat overlay, any known or possible historic, archaeological, or cultural sites that may be affected by the proposed subdivision.
2. Describe any plans to protect such sites or properties.

E. Streets

1. Describe any required construction of new public or private access streets or substantial improvements to existing public or private access streets.
2. Describe the proposed closure or modification of any existing streets.
3. If any of the individual lots is accessed directly from an arterial street or street, explain why access was not provided by means of a frontage street or a street within the subdivision.
4. Indicate who will pay the costs of installing and maintaining dedicated or private roadways.
 - a. Estimate how much daily traffic the subdivision, when fully developed, will generate on existing streets and arterials.
 - b. Discuss the capability of existing and proposed streets to safely accommodate this increased traffic.
 - c. Describe any increased maintenance problems and cost that will be caused by this increase in volume.
5. Describe any potential year-round accessibility concerns for conventional automobiles over legal rights-of-way available to the subdivision and to all lots and common facilities within the subdivision

Identify the owners of any private property over which access to the subdivision will be provided and indicate whether easements for access have been obtained from those landowners.

F. Utilities

1. Identify the utility companies involved in providing electrical power, natural gas, and telephone service. Indicate whether utility lines will be placed underground.
2. Identify on the preliminary plat or overlay the locations of any needed utility easements [as required by 76-3-608(3)(c), MCA].
3. Indicate whether the preliminary plat has been submitted to affected utilities for review.

4. Estimate the completion date of each utility installation.

G. Emergency Services

1. Describe the emergency services available to the residents of the proposed subdivision, including number of personnel and number of vehicles or type of facilities and street distance to facilities for:
 - a. Fire protection – Indicate whether the proposed subdivision is in an urban or rural fire district. If not, describe plans to form or extend an existing fire district, or describe other fire protection procedures. Where applicable, provide information regarding subdivisions planned in areas of high fire hazards.
 - b. Police protection.
 - c. Ambulance service.
 - d. Medical services.
2. Indicate whether the needs of the proposed subdivision for each of the above services will be met by present personnel and facilities.
 - a. If not, describe the additional expenses necessary to make these services adequate.
 - b. Explain who will pay for the necessary improvements.

H. Schools

1. Describe the available educational facilities that would serve this subdivision and the street distance to each.
2. Estimate the number of school children that will be added by the proposed subdivision. Provide a statement from the administrator of the appropriate school system indicating whether the increased enrollment can be accommodated by the present personnel and facilities and by the existing school bus system.

I. Land Use

1. Describe land uses on lands adjacent to the subdivision.
2. Describe any comprehensive plan or other land use regulations covering the area proposed for subdivision or adjacent land. If the subdivision is located near an incorporated city or City, describe any plans for annexation.
3. Where public lands are adjacent to or near the proposed development, describe the present and anticipated uses of those lands (e.g., grazing, logging, and recreation). Describe how the subdivision will affect access to any public lands.
4. Describe any health or safety hazards on or near the subdivision, such as mining activity, high-pressure gas lines, dilapidated structures, high-voltage power lines or

irrigation ditches. Any such conditions should be accurately described and their origin and location identified.

5. Describe any on-site or off-site uses creating a nuisance such as unpleasant odor, unusual noises, dust or smoke. Any such conditions should be accurately described and the origin and location of each identified.

J. Parks and Recreation Facilities

Describe park and recreation facilities to be provided within the proposed subdivision and other recreational facilities which will serve the subdivision

POSSIBLE SOURCES OF INFORMATION TO CONTACT WHEN COMPLETING THE FORM

Local Agencies

County Health Department	School District
City Public Works	City Fire Department
Sheriff's Department	Conservation District
Hospital or Ambulance Service	County Extension Service
Chamber of Commerce	Planning Board Staff
Telephone, Electrical Power, Gas, and Cable Companies	City Floodplain Administrator

State Agencies	Information	Location
Dept. of Fish, Wildlife, and Parks (FWP)	Fisheries, vegetation and wildlife	Helena and regional offices
Dept. of Environmental Quality (DEQ)	Water quality	Helena
Dept. of Transportation or regional	Access to state highways traffic data maps, aerial photographs	Helena offices
Dept. of Natural Resources and Conservation (DNRC)	Surface and ground water, floodplains, well logs, water rights, fire hazards	Helena and regional offices
Bureau of Mines and Geology and Billings	Geology, ground water, water quality well logs, topographic maps	Butte

Federal Agencies	Information	Location
Farm Service Agency	Aerial photographs	Missoula or Plains offices
Bureau of Land Management	Vegetation, maps, topography	Missoula offices
Forest Service	Topography, surface water, soil maps, vegetation, wildlife and fire hazards, maps	Missoula regional, national forest district offices
Geological Survey	Geology, surface and ground water,	Helena

Natural Resources
Conservation Service

water quality, floodways,
topographic maps

Soils, surface water,
flood hazards, erosion

Plains
offices

APPENDIX 12

DEQ SUBDIVISION CHECKLIST

Subdivision: _____ City: Thompson Falls
 E.Q. Number provided by DEQ): _____

Please complete the checklist with your initials or N/A.

Initial or N/A			Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
Applicant or Rep	City	DEQ			
			1. Have deviation or waiver requests been submitted with appropriate fee?	17.36.601	
			2. Is check included with correct fee?	17.36.103(1)(a)	
			3. Is application included with owner's signature/address/phone/date?	17.36.102(1)&(2)	
			4. Is legible copy of Preliminary Plat or COS included?	17.36.103(1)(n)	
			5. Is legal description included on the Preliminary Plat or COS?	17.36.103(1)(n)	
			6. Are all lots described on survey being reviewed and any exclusions clearly state on Preliminary Plat or COS?	17.36.103(1)(n), 17.36.605	
			7. Are state letters of approval included (DNRC, Groundwater discharge permit, public water, etc.)?	17.36.103	
			8. Is local health officer approval included?	17.36.102(3)&(6, 17.36.108(2)	
			9. Are Planning Board or City Council comments included?	17.36.103(1)(o)	
			10. Is a clear copy of USGS or other topo map included to show ground slope of property?	17.36.103(1)(h), (SWTS) 17.36.310 (SW), 17.36.322 (SWTS siting)	
			11. Are 4 copies of lot layout included with the subdivision name on each?	17.36.103(1)(d), 17.36.104	
			12. Is all required information (e.g., scale, legend, north arrow, etc.) included on the lot layout?	17.36.103(1)(d), 17.36.104	
			13. Are locations of water and sewer mains shown?	17.36.103(1)(d), 17.36.104	

Initial or N/A			Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
Applicant or Rep	City	DEQ			
			14. Are on-site sewer systems designed in conformance with DEQ 4?	17.36.320	
			15. Is the slope given for drainfield areas?	17.36.103(1)(h), 17.36.322	
			16. Are drainfields orientated along land contours to meet depth requirements?	17.36.322, DEQ 4, Chap. 8	
			17. Are drainfield replacement areas shown?	17.36.104(2), Table 1	
			18. Are minimum setback requirements met?	17.36.323	
			19. Is adequate test pit (8 ft. excavation) data provided?	17.36.103(1)(h), 17.36.325	
			20. Is SCS/NRCS soils data provided?	17.36.325(3)	
			21. Is information to verify depth to seasonal high ground water or bedrock provided?	17.36.103(1)(h), 17.36.106(2), 17.36.325(2)	
			22. If conducted, does perc test value(s) correspond to soil type?	17.36.103(1)(h)	
			23. Are wells, 100 ft. well isolation zone, mixing zones, and ground water flow direction (verified by wells or other documentation) shown?	17.36.103(1)(e), 17.30.501-518	
			24. Is adequate water supply substantiated?	17.36.103(1)(f), 17.36.330	
			25. Are water quality analyses (nitrate, specific conductivity, and bac-T (for existing wells) provided, along with well log and well location?	17.36.103(1)(f), 17.36.330, 17.36.335	
			26. Is existing well over 25 ft. in depth?	17.36.335, 16.36.331(1)(e)	
			27. Will surface water, spring or cistern system be disinfected and filtered?	17.36.336	
			28. Is nondegradation addressed and supporting data to determine background water quality, hydraulic conductivity	17.36.103(1)(j), 17.30.501-518, 17.30.715	

Initial or N/A			Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
Applicant or Rep	City	DEQ			
			and hydraulic gradient provided?		
			29. Is nitrate level at end of mixing zone < 5 ppm (< 7.5 ppm, if level 2 provided), and phosphorous breakthrough > 50 years and trigger analysis for n and p addressed?	17.36.103(1)(j), 17.30.715	
			30. Are shared users agreements included for shared well, drainfields and/or easements?	17.36.103(1)(p), 17.36.326(3)	
			31. Is a copy of the local septic permit (if issued) for an existing septic system provided?	17.36.327	
			32. Is a septic pumper's report stating an existing septic tank has been pumped within the last 3 years provided?	17.36.327	
			33. Is evidence demonstrating proper hydraulic functioning of an existing septic system provided?	17.36.327	
			34. Are wells, drainfields and/or mixing zones within 100 ft. perimeter outside of subdivision boundaries shown?	17.36.103(1)(e), 17.30.501-518, 17.30.706	
			35. Is proposed subdivision within 500 feet of public water supply and/or sewer system?	17.36.328(1)	
			36. Is authorized statement to connect to existing public water and/or sewer system and statement of adequate capacity provided?	17.36.103(1)(g), 17.36.328(2)(b)	
			37. Is existing public water system approved by DEQ and PWS # provided?	17.36.328(2)(b) & (c)	
			38. Do appropriate water rights exist for the public water connection?	17.36.328(2)(b)	

Initial or N/A			Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
Applicant or Rep	City	DEQ			
			39.If needed, are easements for water and/or sewer systems/lines shown?	17.36.103(1)(n) & (op	
			40.Are plans and specs (3 copies) stamped and signed by PE?	17.36.103(1)(b) & (c)	
			41.Is letter from owner stating "as-builts" will be submitted included?	17.36.314	
			42.Are 100-year floodplain requirements met, and floodplains and drainages shown?	17.36.104, 17.36.106(2)(c), 17.36.324	
			43.Is solid waste disposal addressed?	17.36.103(1)(l), 17.36.309 (waste stored on-site	
			44.Has storm water drainage been addressed?	17.36.103(j), 17.36.104(2), 17.36.310, DEQ 8	

Notes:

Applicant/Representative: Name _____ Signature _____ Date
____/____/____

City Reviewer: Name _____ Signature _____ Date
____/____/____

DEQ reviewer: Name _____ Signature _____ Date
____/____/____

Revised 9/14

APPENDIX 13 REVIEWING FOR GROWTH POLICY COMPLIANCE

EVALUATION CHECKLIST (for Overall Development Plans and Proposed Subdivisions)

Note: Mitigation scale is 0-5, from 0=not consistent to 5=highly consistent. N/A is not pertinent to the proposed subdivision.	Project Consistency														Comments on Consistency, Proposed/Potential Mitigation Measures
	As Proposed							With Additional Mitigation							
	0	1	2	3	4	5	N/A	0	1	2	3	4	5	N/A	
GOALS & OBJECTIVES															

Note: Mitigation scale is 0-5, from 0=not consistent to 5=highly consistent. N/A is not pertinent to the proposed subdivision.	Project Consistency														Comments on Consistency, Proposed/Potential Mitigation Measures
	As Proposed							With Additional Mitigation							
	0	1	2	3	4	5	N/A	0	1	2	3	4	5	N/A	
<ul style="list-style-type: none">• <i>Provide for orderly development of the Thompson Falls Planning Area.</i>• <i>Maintain the Opportunity for Rural Lifestyle</i>															

Note: Mitigation scale is 0-5, from 0=not consistent to 5=highly consistent. N/A is not pertinent to the proposed subdivision.	Project Consistency														Comments on Consistency, Proposed/Potential Mitigation Measures
	As Proposed							With Additional Mitigation							
	0	1	2	3	4	5	N/A	0	1	2	3	4	5	N/A	
Land Use. • Encourage development in areas with few environmental hazards in order to minimize both the degradation of the natural environment due to urbanization • and the loss of capital investment and life due to natural disasters. • Preserve, protect and improve potable water quantity and quality in Thompson Falls. • Maintain the quality of the City's wildlife habitat and open space.															

Note: Mitigation scale is 0-5, from 0=not consistent to 5=highly consistent. N/A is not pertinent to the proposed subdivision.	Project Consistency														Comments on Consistency, Proposed/Potential Mitigation Measures
	As Proposed							With Additional Mitigation							
	0	1	2	3	4	5	N/A	0	1	2	3	4	5	N/A	
<i>Public Safety.</i> <ul style="list-style-type: none">• Ensure that all fire service entities are providing adequate firefighting and emergency response services, apparatus, equipment, personnel, training and facilities.• Recognize the significance of the contributions made by the volunteer members of the fire entities in Thompson Falls.• Establish safe pedestrian and bicycle access in designated areas of the City as part of the non-motorized circulation system.															
<i>Utilities.</i> <ul style="list-style-type: none">• Create an effective land use pattern that permits the logical and effective extension of utilities.															

Note: Mitigation scale is 0-5, from 0=not consistent to 5=highly consistent. N/A is not pertinent to the proposed subdivision.	Project Consistency														Comments on Consistency, Proposed/Potential Mitigation Measures
	As Proposed							With Additional Mitigation							
	0	1	2	3	4	5	N/A	0	1	2	3	4	5	N/A	
<i>Transportation.</i> <ul style="list-style-type: none">• Maintain and improve the condition and operational level of service of the existing road system.• Identify and protect future road corridors to serve future developments and public lands.• Construction of roads serving developing areas should occur when and where public facilities can be provided in an efficient manner.• Establish accessibility guidelines in order to provide adequate access for emergency services to residents of Thompson Falls.• Assist Sanders County with is efforts to maintain and enhance the capacity of the Thompson Falls Airport.															
<i>Housing.</i> <ul style="list-style-type: none">• All residents deserve to have the opportunity to obtain safe, sanitary, and affordable housing.															

APPENDIX 14 SAMPLE NOTIFICATION LETTER

NOTE: After Subdivision Application is submitted and determined to be sufficient

[Date Mailed]

TO: Adjacent Property Owners
 Lien Holders
 Easement Holders
 Potentially Affected Water Users
 Potentially Affected Property Owner Associations
 Review Agencies

FROM: [Landowner name and contact information. Also, name and contact information for landowner's representative, if pertinent]

RE: [Proposed Subdivision and Legal Description of Site]

This is to notify you that the proposed [name of subdivision] has been submitted to City of Thompson Falls and will be reviewed by the Thompson City Planning Board as follows:

- [day and date of meeting]
- [approximate meeting time]
- [meeting location]

The subdivision application may be reviewed at the City of Thompson Falls. A vicinity map and project summary are enclosed.

Your comments to the Planning Board about the project are welcomed, either prior to or at the meeting. If you wish to write or call in your comments, please address them to: City of Thompson, P.O. Box 99, Thompson Falls, MT 59873; phone (406) 827-3557, fax (406) 827-3080. Email address: tfl3557@blackfoot.net

Enclosures

cc: Thompson City Planning Board

APPENDIX 15 FINAL PLAT CHECKLIST

Section A: Completed by Subdivider

Name of Preliminary Plat:

Location:

Property Owner:

Legal Description:

Property Geocode/Parcel ID:

Date of Completion by Subdivider:

Subdivider Explanatory Comments:

Section B: Completed by Planner			
	Date:	By:	Comment:
Application Received:			
Clerk & Recorder Review			
Examining Land Surveyor Review (if existing)			
Signed mylar copies received:			
Submitted to City Council:			

Section C: Completed by Subdivider and Planner

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner	
		Incomplete	OK/NA
Final Plat Application Form (Appendix 17)			
Final Plat Review Fee.			
<i>Final Plat or Plan</i>			
Submitted in accordance with the Montana Uniform Standards for Final Subdivision Plats			
a. Two blue-line copies.			
b. Digital copy.			
c. Two (2) signed/notarized mylar plats (AFTER preliminary review complete).			
<i>Face of the Final Plat (or Plan) shall include:</i>			
d. Vicinity map.			
e. Approved land uses (e.g., agricultural, residential, commercial, industrial, mixed use)			
f. When required by the conditions of subdivision approval:			
1. Water bodies.			
2. Floodplain.			
3. Construction setback from any river or stream.			
4. Building envelopes.			
5. No-build areas.			
6. Ground elevations.			
7. Other (as required by conditions of subdivision approval).			
<i>Final Plat/Plan Supplements – ORIGINAL documents required at time final plat is considered by Commissioners, copies acceptable for review:</i>			
a. Certificate of a title abstractor (title company).			
b. Covenants (plat approval covenants and/or owner association covenants) or deed restrictions relating to the subdivision.			
c. Certificate from the Montana Department of Environmental Quality approving Municipal Facilities Exemption			
d. Subdivider's certificate indicating which public improvement have been installed.			
e. Subdivision improvements agreement and financial guaranty (bond, letter of credit, escrow agreement).			
As applicable:			
f. Bylaws for any condominium association being created at the time of final plat approval.			
<i>Final Plat/Plan Supplements (copies acceptable):</i>			

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner	
		Incomplete	OK/NA
g. Letter of preliminary plat approval.			
h. Written consent of any conservation easement holder.			
i. Copy of any easement or document confirming legal access to the subdivision.			
j. Articles of incorporation and bylaws for any home owners association for the subdivision (ORIGINAL bylaws required for condominium association created at time of subdivision).			
k. Street addressing plan approved by the City including route map showing street address ranges, driveway location distance from intersection, and specify street to serve corner lots.			
l. Copy of any pertinent water-related permits (e.g., floodplain development permit from City, stormwater discharge permit from DEQ, 404 permit from U.S. Army Corps of Engineers, and/or 310 permit from local conservation district.			
m. Copy of approval of noxious weed management plan (Appendix 18).			
n. Letter of final public safety review.			
o. Final overall phasing plan and phasing schedule.			

City Comments:

APPENDIX 16 FINAL PLAT APPLICATION FORM

Applicant Information			
Landowner(s)			
Name:			
Address:			
Telephone:			
E-mail:			
Landowner(s) Signature and Date:			
Landowner(s) Representative:			
Name:			
Address:			
Telephone:			
E-mail:			
Representative Signature and Date:			
Subdivision Information			
Name of Preliminary Plat:			
Location: (1/4) Section Township Range			
Date of Preliminary Plat Approval:			
Descriptive Data:			
_____ Total area (of final plat) in acres:			
_____ Total acreage in lots/spaces/units:			
_____ Total number of lots/spaces/units:			
_____ Maximum size of lots:			
_____ Minimum size of lots:			
_____ Total acreage in parks, open space, and/or common facilities:			
_____ Total acreage in separate street parcels:			

Land Use(s) Indicate the number of lots or spaces in each category.
Residential, single family
Residential, multi-family: <i>Indicate types of multi-family structures and number of each, e.g., duplex, four-plex</i>
Mobile Home Park
Recreational Vehicle Park
Condominiums or Cityhouses: <i>Indicate types of structures and number of each.</i>
Commercial
Industrial
Other (please describe):

Final Plat Submittal Package	
_____	Final Plat (or plan) enclosed.
_____	Final Plat Supplements enclosed.
_____	Final Plat checklist enclosed.
_____	Final Plat review fee(s) enclosed.

Note:

Pursuant to the City of Thompson Falls Subdivision Regulations, the City of Thompson Falls Council may revoke a subdivision approval if it determines that information provided by the subdivider, and upon which such decision was based, is inaccurate. Therefore, please complete the application package accurately and provide all information requested.