

## **LIST OF APPENDICES**

Verify the currency of forms / materials before submittal

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## APPENDIX 1      REVIEW AGENCIES AND SOURCES OF INFORMATION

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Note: Those agencies designated in **bold** type must be contacted prior to submission of an overall development plan and/or subdivision application. The subdivider must contact review agencies at least 30 days in advance of submitting a subdivision application. Contacts should include a request for cumulative impact information.

### LOCAL

- City Program Administrators
- City Public Works Director
- City Floodplain Administrator
- County Weed Coordinator
- County Sheriff
- County Office of Emergency Management
- Thompson Volunteer Fire Department
- Local ambulance service
- Local quick response unit
- Utility companies (e.g., telephone, cable, electrical power, gas)
- Thompson School District -- trustees and superintendent
- Local parks, recreation district
  
- Any existing property owners' association potentially affected by the project, as determined by the planner
- County Clerk and Recorder
- County Extension Agent
- Local conservation district
- Local post office
- Local chamber of commerce

STATE/FEDERAL	INFORMATION	LOCATION
Montana Bureau of Mines and Geology	Geology, ground water quality and supply, well logs, topographic maps	Butte
Montana Dept. of Environmental Quality	Surface and ground water quality, water supply, sewage treatment, solid waste, storm drainage	Helena office
Montana Dept. of Fish, Wildlife and Parks	Game and non-game species and wildlife habitat, fisheries, state-owned game ranges and fishing access sites, block management program, Crucial Area Planning System (CAPS)	Helena office, Kalispell regional office. Local game wardens are based in Sanders County. Local wildlife biologists are based in Thompson Falls.
Montana Dept. of Natural Resources and Conservation <b>Required contact where state trust lands are located within two (2) miles of proposed subdivision, <u>and/or</u> where state trust lands street would provide access to proposed development.</b>	Water bodies, floodplains, well logs, water rights, fire hazards, state trust lands, water rights	Helena, Plains
Montana Dept. of Revenue	Assessed valuation, property tax rates	Helena office Thompson Falls

STATE/FEDERAL	INFORMATION	LOCATION
Montana Dept. of Transportation	Access to state highways, traffic counts, planned highway improvements, aerial photographs	Helena office, Missoula offices, Thompson Falls
Montana State Historical Society	Historic and cultural resources, resource inventory procedures and preservation programs	Helena
U.S. Army Corps of Engineers	Wetlands permitting	Helena
Farm Services Agency	Aerial photographs, agricultural practices and conservation programs	Field offices in Plains
Natural Resources Conservation Service	Soils and soil erosion, flood hazards, water and land conservation practices and programs	Bozeman regional office, local offices in Plains
U.S. Bureau of Land Management <b>Required contact where BLM land is located within two (2) miles of proposed subdivision, <u>and/or</u> where BLM street would provide access to proposed development.</b>	Vegetation, public lands use, mining claims, proposed land exchanges and conservation activities, topographic and other maps	Missoula office
U.S. Forest Service <b>Required contact where USFS land is located within two (2) miles of proposed subdivision, <u>and/or</u> where USFS street would provide access to proposed development.</b>	Vegetation, soils, wildlife, public lands use, proposed conservation activities, topographic and other maps	Missoula Plains
U.S. Geological Survey	Geology, surface and ground water supply and quality, floodplains, topographic maps	Helena

## APPENDIX 2      MONTANA ENVIRONMENTAL PERMITS

Permit	Contacts	Description	Statute
<b>Airport Affected Area</b>	Sanders County Planning Office Airport Authority	Need a permit if use changes or change of use permit to	Sanders County AAA Regulations
<b>Building Codes</b>	Department of Labor and Industry Business Standards Division (406) 841-2056	Need permit for all construction <u>other than</u> residential structures with fewer than five units, ag buildings, private garages and storage, etc.	50-60-101 and 50-60-801 MCA
<b>Floodplain</b>	City Floodplain Administrator (406) 827-3557	Need permit for obstructions or uses in designated floodplain.	75-5-401 through 406 MCA
<b>Heritage Sites Antiquities Permit</b>	Montana Historical Society-State Historic Preservation Office (406) 444-2694	Need permit to excavate, remove, or restore a heritage property.	22-3-431 MCA
<b>Highway Approach</b>	MT Department of Transportation (406) 444-6200	Need permit for construction of driveways and other approaches intersecting highways and streets.	60-2-201 MCA
<b>Highway Encroachment</b>	MT Department of Transportation (406) 444-6200	Need permit for construction or maintenance of encroachments on or under highway right-of-way	7-14-2139 MCA
<b>Improvement Districts</b>	City of Thompson Falls Council (406) 827-3557	Contact local government authorities for more specific information.	Various MCA Statutes
<b>City Sewer System</b>	City Public Works Director 406-827-3557	DEQ regulates systems serving 15 connections or more, used by at least 25 persons, for 60 days or more.	75-6-101 MCA
<b>City Water Supply</b>	City Public Works Director 406-827-3557	DEQ regulates systems serving 15 connections or more, used by at least 25 persons, for 60 days or more.	37-42-101, 75-6-101, and 50-50-101 MCA
<b>River Setbacks/ Other Regulations</b>	Check with the City of Thompson Falls or the Sanders County Planning Office	Setback on all construction on the Clark Fork River. Setbacks applicable to subdivisions on other rivers and streams in the City.	City of Thompson Falls Subdivision Regulations
<b>Stream Beds Stream Banks</b>	Local Conservation District, DNRC	Need 310 permit for engineering operations for dams, dikes, ponds, ditches, fences, stream crossings, bank stabilization, irrigation diversions, headgates, pumpsite maintenance, etc.	75-7-101 MCA
<b>Subdivision and Platting Act</b>	Thompson City Planning Office (406) 827-3557	Subdivision regulations apply to all divisions of land less than 160 acres in size, condominiums, mobile home parks and RV parks.	Title 76 MCA, City of Thompson Falls Subdivision Regulations
<b>Utility Lines</b>	City Public Works Director 406-827-3557	Utility lines construction may be regulated by the City in certain areas.	Various MCA Statutes

<b>Permit</b>	<b>Contacts</b>	<b>Description</b>	<b>Statute</b>
<b>Wetlands</b>	U.S. Army Corps of Engineers (406) 444-1375	Permit is required for placement of dredged or mill materials in waters. Building near wetlands sites.	33 U.S.C. 401
<b>Zoning</b>	Thompson Zoning Committee 406-827-3557	Permit is required for building structures in particular areas.	76-2-101, 76-2-201, 76-2-301 MCA

References: Montana Index of Environmental Permits: Montana Environmental Quality Council, 2018.  
City of Thompson Falls Subdivision Regulations.

# **APPENDIX 3      UNIFORM STANDARDS FOR MONUMENTATION, CERTIFICATES OF SURVEY, AND FINAL SUBDIVISION PLATS**

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## **ARM 24.183.1101    UNIFORM STANDARDS FOR MONUMENTATION**

(1) The following standards govern the monumentation of land surveys:

- (a) The terms "monument" and "permanent monument" as used in these regulations mean any structure of masonry, metal or other permanent, durable material placed in the ground, which is exclusively identifiable as a monument to a survey point, expressly placed for surveying reference.
- (b) All metal monuments must be at least one-half inch in diameter and 18 inches in length with a cap not less than one inch in diameter marked in a permanent manner with the license number of the surveyor in charge of the survey and either the name of the surveyor or the company employing the surveyor. Metal monuments marking a public land survey corner as described in 70-22-101, MCA, must be at least 24 inches long and 5/8 inch in diameter with an appropriately stamped metal cap at least two inches in diameter. A monument marking a public land survey corner may also consist of a cap as described in this rule set firmly in concrete.
- (c) Before a subdivision plat or certificate of survey may be filed for record the surveyor shall confirm the location of as many monuments as, in the surveyor's professional judgment, are necessary to reasonably assure the perpetuation of any corner or boundary established by the survey and to enable other surveyors to reestablish those corners and boundaries and retrace the survey. The surveyor shall clearly identify on the face of the plat or certificate of survey all monuments pertinent to the survey, and the descriptions of these monuments must be sufficient to identify the monuments.
- (d) The surveyor shall set all monuments prior to the filing of a plat or certificate of survey except those monuments that will be disturbed by the installation of improvements or that, because of severe weather conditions, may, in the surveyor's judgment, be more appropriately and accurately set after the weather has improved. In these two circumstances the surveyor may set monuments after the survey document is filed if the surveyor certifies on the survey document that the monuments will be set by a specified date. The surveyor shall set monuments, the placement of which has been deferred because of severe weather conditions, within 240 days of the date on which the survey document was filed.
  - (i) If during the later monumentation of the corners of a plat or certificate of survey that were not monumented before the plat or certificate was filed, the surveyor finds that it is necessary to set a reference monument to a corner,



the surveyor shall prepare and file an amended certificate of survey or subdivision plat.

(ii) The failure of the surveyor to set the monuments by the date certified on the record of survey will be deemed a violation of these rules.

(e) The surveyor shall set monuments at the following locations:

(i) At each corner and angle point of all lots, blocks and parcels of land created by the survey.

(ii) At every point of intersection of the outer boundary of a subdivision with an existing street right-of-way line of record or a street right-of-way line created by the survey.

(iii) At every point of curve, point of tangency, point of reversed curve, point of compounded curve and point of intersection on each street right-of-way line created by the survey.

(iv) At the intersection of a boundary line and a meander line. Meander line angle points need not otherwise be monumented.

(f) If the placement of a required monument at its proper location is physically impractical, the surveyor may set a reference or witness monument. This monument has the same status as other monuments of record if its location is properly shown. If the surveyor relies upon any existing monument in conducting a survey, he or she shall confirm the location of the monument and show and describe it on the resulting certificate of survey or subdivision plat.

#### **ARM 24.183.1104 UNIFORM STANDARDS FOR CERTIFICATES OF SURVEY**

(1) A certificate of survey must comply with the following requirements:

(a) A certificate of survey must be legibly drawn with permanent black ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches or 24 inches by 36 inches. Margins must be a minimum 1/2-inch on all sides, or as required by the filing office.

(b) One original on three mil or heavier matte stable-base polyester film or equivalent and/or one original on 24# white bond paper or equivalent must be submitted, or on such medium as required by the filing office.

(c) If more than one sheet must be used to adequately depict the land surveyed, each sheet must show the number of that sheet and the total number of sheets included. All certifications must be placed on sheet number one of the certificate of survey.

(d) A certificate of survey must show or contain the following information:

- (i) a title or title block including the quarter-section, section, Cityship, range, principal meridian, county, and if applicable, city or City in which the surveyed land is located. Except as provided in (1)(f)(v), a certificate of survey must not contain the title "plat," "subdivision," or any title other than "Certificate of Survey";
- (ii) the name(s) of the person(s) who commissioned the survey, the name(s) of the owner(s) of the land surveyed, if other than the person(s) commissioning the survey, the names of any adjoining plats, and the numbers of any adjoining certificates of survey previously filed;
- (iii) the date the survey was completed and a brief explanation of why the certificate of survey was prepared, such as to create a new parcel, retrace a section line, or retrace an existing parcel of land;
- (iv) a north arrow;
- (v) a scale bar. The scale of the certificate of survey must be sufficient to legibly represent the required information and data on the certificate of survey;
- (vi) the location of, and other information relating to all monuments found, set, reset, replaced, or removed as required by ARM 24.183.1101;
  - (A) If additional monuments are to be set after the certificate of survey is filed, the location of these monuments must be shown by a distinct symbol, and the certificate of survey must contain a certification by the land surveyor as to the reason the monuments have not been set and the date by which they will be set, as required by ARM 24.183.1101(1)(d).
  - (B) All monuments found during the survey that influenced the position of any corner or boundary indicated on the certificate of survey must be clearly shown as required by ARM 24.183.1101(1)(c).
  - (C) Witness and reference monuments must be clearly shown.
- (vii) the location of any section corner or corners of divisions of sections the land surveyor deems to be pertinent to the survey or was used as a control in the survey;
- (viii) basis of bearing. For purposes of this rule, the term "basis of bearing" means the land surveyor's statement as to the origin of the bearings shown on the certificate of survey. If the basis of bearing(s) refers to two previously monumented points in a previously filed survey document, then the two previously monumented points must be shown and described on the certificate

of survey, the line marked by the two previously monumented points must be labeled "basis of bearing," and the previously filed survey document name or number must be cited in the land surveyor's statement as to the origin of the bearing(s). If the certificate of survey shows true bearings, the basis of bearing must describe the method by which these true bearings were determined;

(ix) the bearings, distances, and curve data of all boundary lines and all control or pertinent lines used to determine the boundaries of the parcel(s) surveyed. If the parcel surveyed is bounded by an irregular shoreline or a body of water that is a riparian boundary, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given;

(A) The courses along a meander line are shown solely to provide a basis for calculating the area of a parcel that has one or more riparian boundaries as the parcel existed at the time of survey.

(B) For purposes of this rule, a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.

(C) If a boundary, control, or pertinent line contains multiple segments of the whole, then the overall distance must be shown, and each segment must at least include distance.

(x) data on all curves sufficient to enable the reestablishment of the curves on the ground. For circular curves, the data must at least include radius and arc length, and either delta angle, radial bearings, or chord bearing and distance. All non-tangent points of intersection on the curve must show either the bearings of radial lines or chord length and bearing. Non-tangent curves must be so labeled;

(xi) lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically;

(xii) at least one record measurement reference for each line and curve, if available, must be shown;

(xiii) a narrative legal description of the parcel(s) surveyed.

(A) The land surveyor, at his or her discretion, may choose the form of the narrative legal description as follows:

(I) If the parcel surveyed is either an aliquot part of a U.S. government section or a U.S. government lot, the narrative legal description may be the aliquot part or the government lot description of the parcel;

- (II) If the certificate of survey depicts the division of one or more parcels shown on a previously filed certificate of survey, the narrative legal description may be the number of the previously filed certificate of survey and the parcel number of the parcel(s) previously surveyed;
  - (III) If the certificate of survey depicts the retracement of one or more parcels shown on a previously filed certificate of survey, plat, or amended plat, the narrative legal description may be the number of the previously filed certificate of survey or the name of the previously filed plat or amended plat, and the parcel number of the parcel(s) previously surveyed;
  - (IV) If the survey creates or retraces one or more parcels, the narrative legal description may be either the metes-and-bounds description of each individual parcel created by the survey or the metes-and-bounds description of the perimeter boundary of the parcels surveyed; or
  - (V) If the narrative legal description does not fall within (1)(d)(xiii)(A)(I), (II), or (III), then the narrative legal description required by this subsection must conform with (1)(d)(xiii)(A)(IV).
- (B) When the narrative legal description is metes-and-bounds, the point of beginning, which is also the point of closure of the legal description of the parcel surveyed, must be labeled "Point of Beginning." Alternatively, the point of beginning may be labeled "POB" if the abbreviation is defined on the certificate of survey.
- (C) The requirement of this rule does not apply to certificates of survey that depict a partial retracement of the boundaries of an existing parcel or establish the location of lines or corners that control the location of an existing parcel.
- (xiv) all parcels created or retraced by the certificate of survey designated by number or letter, and the bearings, distances, curve data, and area of each parcel, except as provided in (1)(f)(iii). If a parcel created by the certificate of survey is identifiable as a 1/32 or larger aliquot part of a U.S. government section or as a U.S. government lot, it may be designated by number or letter or by its aliquot part or government lot identification;
  - (xv) the location, bearings, distances, and curve data of any easement that will be created by reference to the certificate of survey;
  - (xvi) the dated signature and the seal of the land surveyor responsible for the survey. The land surveyor's signature certifies that the certificate of survey has

been prepared in conformance with the applicable sections of the Montana Subdivision and Platting Act and the regulations adopted under the Act;

(xvii) a memorandum of any oaths administered under 76-3-405, MCA;

(xviii) if applicable, the certificate of the examining land surveyor; and

(xix) space for the clerk and recorder's filing information.

(e) Certificates of survey that do not represent a division or aggregation of land, such as those depicting the retracement of an existing parcel and those prepared for informational purposes, must contain a statement as to their purpose and must meet applicable requirements of this rule for form and content. If the purpose of a certificate of survey is stated as a retracement or partial retracement, and if multiple tracts of record contained within the parcel's perimeter boundary on the certificate of survey are not individually shown, then the certificate of survey does not expunge the tracts of record unless it conforms to (1)(f)(iv) and contains the acknowledged certificate of the property owner(s) citing the applicable exemption in its entirety.

(f) Procedures for divisions of land exempted from review as subdivisions. If one or more parcels on a certificate of survey is created by an exemption from subdivision review under 76-3-207, MCA, then, except as provided in (1)(f)(iii) and (iv), the certificate of survey must establish the boundaries of the exemption parcel(s). The certificate of survey is not required to establish, but may establish, the exterior boundaries of the remaining portion of the parent tract of land. However, the certificate of survey must show portions of the existing unchanged boundaries sufficient to identify the location and extent of the exemption parcel to be created. Unsurveyed portions of the parent tract of land must be labeled, "NOT A PART OF THIS CERTIFICATE OF SURVEY" or "NOT INCLUDED IN THIS CERTIFICATE OF SURVEY". The certificate of survey must contain the acknowledged certificate of the property owner stating that the division of land is exempt from review as a subdivision and cite the applicable exemption in its entirety. The certificate of survey must meet the following requirements:

(i) If the exemption relied upon requires that the property owner enter into a covenant running with the land, the certificate of survey may not be filed unless it shows or contains a signed and acknowledged recitation of the covenant in its entirety.

(ii) If a certificate of survey invokes the exemption for gift(s) or sale(s) to members of the landowner's immediate family, the certificate of survey must indicate the name of the proposed grantee, the relationship of the grantee to the landowner, and the parcel to be conveyed to the grantee.

(iii) If a certificate of survey invokes the exemption for the relocation of common boundary line(s):

- (A) The certificate of survey must contain the signatures of all landowners whose tracts of record will be altered by the proposed relocation. The certificate of survey must show that the exemption was used only to change the location of a boundary line or lines common to two or more tracts of record, and must clearly distinguish the prior boundary location or locations (shown, for example, by dashed or broken line(s) with a notation) from the new boundary location or locations (shown, for example, by solid line(s) with a notation);
  - (B) The certificate of survey must show the boundaries of the area that is being removed from one tract of record and joined with another tract of record. The certificate of survey is not required to establish, but may establish, the exterior boundaries of the resulting tracts of record. However, the certificate of survey must show portions of the existing unchanged boundaries sufficient to clearly identify both the location and the extent of the boundary relocation. Unsurveyed portions of the tracts of record must be labeled, "NOT A PART OF THIS CERTIFICATE OF SURVEY" or "NOT INCLUDED IN THIS CERTIFICATE OF SURVEY"; and
  - (C) The certificate of survey must contain the following notation: "The area that is being removed from one tract of record and joined with another tract of record is not itself a tract of record. Said area shall not be available as a reference legal description in any subsequent real property transfer after the initial transfer associated with the [certificate of survey or amended plat] on which said area is described, unless said area is included with or excluded from adjoining tracts of record."
- (iv) If a certificate of survey invokes the exemption for aggregation of parcels or lots:
- (A) The certificate of survey must contain the signatures of all landowners whose tracts of record will be altered by the proposed aggregation. The certificate of survey must show that the exemption was used only to eliminate a boundary line or lines common to two or more tracts of record, and must clearly distinguish the prior boundary location or locations (shown, for example, by dashed or broken line(s) with a notation) from the new perimeter boundary location or locations (shown, for example, by solid line(s) with a notation); and
  - (B) The certificate of survey must establish the perimeter boundary of the resulting tract(s) of record.
- (v) A survey document that modifies lots on a filed plat and invokes an exemption from subdivision review under 76-3-201 or 76-3-207(1)(d), (e), or (f), MCA, must be entitled "amended plat of [lot, block, and name of subdivision being amended]," but for all other purposes must comply with the requirements for form and descriptive content of certificates of survey contained in this rule.

- (vi) If the certificate of survey invokes an exemption from subdivision review under 76-3-207, MCA, the certificate of survey must contain or be accompanied by a certification by the Sanders County Treasurer that all real property taxes and special assessments assessed and levied on the surveyed land have been paid.
- (vii) For purposes of this rule, when the parcel of land for which an exemption from subdivision review is claimed is being conveyed under a contract-for-deed, the terms "property owner," "landowner," and "owner" mean the seller of the land under the contract-for-deed.
- (g) The land surveyor, at his or her discretion, may provide additional information on the certificate of survey regarding the survey.
- (h) Procedures for filing certificates of survey of divisions of land entirely exempted from the requirements of the Montana Subdivision and Platting Act. The divisions of land described in 76-3-201, 76-3-205, and 76-3-209, MCA, and divisions of federally owned land made by a U.S. government agency are not required to be surveyed, nor must a certificate of survey or plat showing these divisions be filed with the Sanders County Clerk and Recorder. However, a certificate of survey of one of these divisions may be filed with the Sanders County Clerk and Recorder if the certificate of survey meets the requirements for form and content for certificates of survey contained in this rule, and contains a certificate of all the landowners citing the applicable exemption from the Act in its entirety, or when applicable, that the land surveyed is owned by the federal government. The certificate of survey must establish the boundaries of the exemption parcel(s). The certificate of survey is not required to establish, but may establish, the exterior boundaries of the remaining portion of the parent tract of land. However, the certificate of survey must show portions of the existing unchanged boundaries sufficient to identify the location and extent of the exemption parcel to be created. Unsurveyed portions of the parent tract of land must be labeled, "NOT A PART OF THIS CERTIFICATE OF SURVEY" or "NOT INCLUDED IN THIS CERTIFICATE OF SURVEY."

#### **ARM 24.183.1107    UNIFORM STANDARDS FOR FINAL SUBDIVISION                                  PLATS**

- (1) A final subdivision plat must comply with the following requirements:
  - (a) the plat complies with the requirements contained in (2);
  - (b) the plat includes a Conditions of Approval sheet(s) that complies with the requirements contained in (4); and
  - (c) the plat is accompanied by documents listed in (5).
- (2) A plat must comply with the following requirements:

- (a) A plat must be legibly drawn with permanent black ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches or 24 inches by 36 inches. Margins must be a minimum 1/2-inch on all sides, or as required by the filing office.
- (b) One original on three mil or heavier matte stable-base polyester film or equivalent and/or one original on 24# white bond paper or equivalent must be submitted, or on such medium as required by the filing office.
- (c) If more than one sheet must be used to adequately depict the land surveyed, each sheet must show the number of that sheet and the total number of sheets included. Except as provided in (4)(b), all certifications must be placed on sheet number one of the plat.
- (d) A survey document that results in an increase in the number of lots or modifies six or more lots on a filed plat must be entitled "amended plat of (lot, block, and name of subdivision being amended)," and unless it is exempt from subdivision review by 76-3-201 or 76-3-207(1)(d), (e), or (f), MCA, must meet the filing requirements for final subdivision plats specified in this rule.
- (e) A plat must show or contain the following information:
  - (i) a title or title block including the quarter-section, section, Cityship, range, principal meridian, county, and if applicable, city or City in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition";
  - (ii) the name(s) of the person(s) who commissioned the survey, the name(s) of the owner(s) of the land to be subdivided, if other than the person(s) commissioning the survey, the names of any adjoining plats, and the numbers of any adjoining certificates of survey previously filed;
  - (iii) a north arrow;
  - (iv) a scale bar. The scale of the plat must be sufficient to legibly represent the required information and data on the plat;
  - (v) the location of, and other information relating to all monuments found, set, reset, replaced, or removed as required by ARM 24.183.1101;
  - (A) If additional monuments are to be set after the plat is filed, the location of these monuments must be shown by a distinct symbol, and the plat must contain a certification by the land surveyor as to the reason the monuments have not been set and the date by which they will be set, as required by ARM 24.183.1101(1)(d).



- (B) All monuments found during the survey that influenced the position of any corner or boundary indicated on the plat must be clearly shown as required by ARM 24.183.1101(1)(c).
- (C) Witness and reference monuments must be clearly shown.
- (vi) the location of any section corner or corners of divisions of sections the land surveyor deems to be pertinent to the survey or was used as control in the survey;
- (vii) basis of bearing. For purposes of this rule, the term "basis of bearing" means the land surveyor's statement as to the origin of the bearings shown on the plat. If the basis of bearing(s) refers to two previously monumented points in a previously filed survey document, then the two previously monumented points must be shown and described on the plat, the line marked by the two previously monumented points must be labeled "basis of bearing," and the previously filed survey document name or number must be cited in the land surveyor's statement as to the origin of the bearing(s). If the plat shows true bearings, the basis of bearing must describe the method by which these true bearings were determined;
- (viii) the bearings, distances, and curve data of all boundary lines and all control or pertinent lines used to determine the boundaries of the subdivision. If the subdivision is bounded by an irregular shoreline or a body of water that is a riparian boundary, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given;
  - (A) The courses along a meander line are shown solely to provide a basis for calculating the area of a parcel that has one or more riparian boundaries as the parcel existed at the time of survey.
  - (B) For purposes of this rule, a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.
  - (C) If a boundary, control, or pertinent line contains multiple segments of the whole, then the overall distance must be shown, and each segment must at least include distance.
- (ix) data on all curves sufficient to enable the reestablishment of the curves on the ground. For circular curves, the data must at least include radius and arc length, and either delta angle, radial bearings, or chord bearing and distance. All non-tangent points of intersection on the curve must show either the bearings of radial lines or chord length and bearing. Non-tangent curves must be so labeled;
- (x) lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically;

- (xi) at least one record measurement reference for each line and curve, if available, must be shown;
- (xii) all lots and blocks in the subdivision designated by number, the bearings, distances, and curve data of each lot and block, the area of each lot, and the total area of all lots. (Excepted lands must be labeled "NOT INCLUDED IN THIS SUBDIVISION" or "NOT INCLUDED IN THIS PLAT";
- (xiii) all existing rights-of-way for streets, alleys, avenues, streets, and highways that adjoin or are within the boundaries of the subdivision; their names and widths from public record (if ascertainable); the bearings, distances, and curve data of their adjoining boundaries. If the existing right(s)-of-way is contained within the boundaries of the subdivision, then the area of the portion of the right(s)-of-way within the subdivision shall be shown;
- (xiv) all rights-of-way for streets, alleys, avenues, streets, and highways that will be created by the filing of the plat; their names, widths, bearings, distances, curve data, and area;
- (xv) except as provided in (2)(d)(xiii) and (xiv), the location, bearings, distances, curve data, and areas of all parks, common areas, and other grounds dedicated for public use;
- (xvi) the total area of the subdivision;
- (xvii) a narrative legal description of the subdivision.

(A) The land surveyor, at his or her discretion, may choose the form of the narrative legal description as follows:

- (I) If the land to be subdivided is either an aliquot part of a U.S. government section or a U.S. government lot, the narrative legal description may be the aliquot part or the government lot description of the land;
- (II) If the plat depicts the division of one or more parcels shown on a previously filed certificate of survey or plat, the narrative legal description may be the number of the previously filed certificate of survey or name of the previously filed plat and the parcel number of the parcel(s) previously surveyed;
- (III) The narrative legal description may be the metes-and-bounds description of the perimeter boundary of the subdivision; or
- (IV) If the narrative legal description does not fall within (2)(e)(xvii)(A)(I) or (II), the narrative legal description required by this subsection is the

metes-and-bounds description of the perimeter boundary of the subdivision.

- (B) When the narrative legal description is metes-and-bounds, the point of beginning, which is also the point of closure of the legal description of the subdivision surveyed, must be labeled "Point of Beginning." Alternatively, the point of beginning may be labeled "POB" if the abbreviation is defined on the plat.
- (xviii) the dated signature and the seal of the land surveyor responsible for the survey. The land surveyor's signature certifies that the plat has been prepared in conformance with the applicable sections of the Montana Subdivision and Platting Act and the regulations adopted under the Act. The land surveyor's signature and certification do not include certification of the Conditions of Approval sheet(s);
- (xix) a memorandum of any oaths administered under 76-3-405, MCA;
- (xx) the dated, signed, and acknowledged consent to the subdivision of the owner of the land to be subdivided. For purposes of this rule, when the parcel of land proposed for subdivision is being conveyed under a contract-for-deed, the terms "property owner," "landowner," and "owner" mean the seller of the land under the contract-for-deed;
- (xxi) certification by the City Council that the final plat is approved;
- (xxii) if applicable, the landowner's certificate of dedication of streets, alleys, avenues, streets, highways, parks, playground easements, or other public improvements;
- (xxiii) if applicable, or as required by subdivision regulations, the landowner(s)' certification statement(s) as follows:
  - (A) A statement that federal, state, and local plans, policies, regulations, and/or conditions of subdivision approval that may limit the use of the property, including the location, size, and use are shown on the Conditions of Approval sheet or as otherwise stated.
  - (B) A statement that buyers of property should ensure that they have obtained and reviewed all sheets of the plat and all documents recorded and filed in conjunction with the plat and that buyers of property are strongly encouraged to contact the local planning department and become informed of any limitations on the use of the property prior to closing.
  - (C) A statement that all or part of the required public improvements have been installed and/or security requirements pursuant to 76-3-507, MCA, secure the future construction of any remaining public improvements to be installed.

- (xxiv) if applicable, a certificate of the City Council accepting any dedicated land, easements, or improvements;
  - (xxv) if applicable, the certificate of the examining land surveyor;
  - (xxvi) space for the clerk and recorder's filing information; and
  - (xxvii) a minimum two-inch by four-inch blank space below the clerk and recorder's filing information for the recording numbers of the documents listed in (5).
- (f) The land surveyor, at his or her discretion, may provide additional information on the plat regarding the survey.
- (3) The following certifications of final plat approval must appear on the plat or on the Conditions of Approval sheet as contained in (4), or recorded or filed as contained in (5) of these rules:
- (a) A certification by the Sanders County Treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid and, if applicable, certification of the local health officer having jurisdiction.
- (4) If applicable, a sheet(s) of the plat prepared by the landowner(s) or their representative(s) depicting conformance with subdivision application approval shall be entitled "Conditions of Approval of [insert name of subdivision]" with a title block including the quarter-section, section, Cityship, range, principal meridian, county, and, if applicable, city or City in which the subdivision is located, and shall contain:
- (a) any text and/or graphic representations of requirements by the City Council for final plat approval including, but not limited to, setbacks from streams or riparian areas, floodplain boundaries, no-build areas, building envelopes, or the use of particular parcels;
  - (b) a certification statement by the landowner that the text and/or graphics shown on the Conditions of Approval sheet(s) represent(s) requirements by the City Council for final plat approval and that all conditions of subdivision application have been satisfied; and
  - (c) a notation stating that the information shown is current as of the date of the certification required in (4)(b), and that changes to any land-use restrictions or encumbrances may be made by amendments to covenants, zoning regulations, easements, or other documents as allowed by law or by local regulations.
- (5) If applicable, the following documents as specified by local government shall accompany the approved final plat and shall be recorded or filed with the plat as specified by the

County Clerk and Recorder, and the recording or filing number(s) for each document may be written on the plat by the Sanders County Clerk and Recorder:

- (a) a title report or certificate of a title abstractor showing the names of the owners of record of the land to be subdivided, and the names of any lien holders or claimants of record against the land, and the written consent to the subdivision by the owners of the land if other than the subdivider, and any lien holders or claimants of record against the land;
- (b) any covenants or deed restrictions relating to the subdivision;
- (c) for lots less than 20 acres in size, exclusive of public roadways, a certification from the Montana Department of Environmental Quality stating that it has approved the plans and specifications for water supply and sanitary facilities pursuant to 76-4-104(2), MCA;
- (d) if required by the City Council, for lots of 20 acres or greater in size, written documentation that the subdivider has demonstrated that there is an adequate water source and at least one area for a septic system and replacement drainfield for each lot in accordance with 76-3-604(8)(b), MCA;
- (e) a copy of any security requirements, pursuant to 76-3-507, MCA, securing the future construction of any remaining public improvements to be installed;
- (f) unless otherwise provided in local subdivision regulations, copies of final plans, profiles, grades, and specifications for improvements, including a complete grading and drainage plan, with the certification of a professional engineer that all required improvements which have been installed are in conformance with the attached plans. Local subdivision regulations may authorize the subdivider, under conditions satisfactory to the City Council, to prepare these plans and specifications after the final plat has been filed, or file them with a government official other than the clerk and recorder, or both. If the approved plans and specifications are or will be filed with a government official other than the clerk and recorder, then a document or a statement on the Conditions of Approval sheet that states where the plans can be obtained must be filed or recorded;
- (g) if a street, alley, avenue, street, or highway created by the plat will intersect with a state or federal right-of-way, a copy of the access or encroachment permit; and
- (h) any other documents satisfying subdivision application approval required by the City Council to be filed or recorded.

## **APPENDIX 4      SUBDIVISION REVIEW FEE SCHEDULE**

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Pursuant to 76-3-201 and 602, MCA, the subdivider shall pay the following non-refundable fees:  
**REFER TO THE CITY OF THOMPSON FALLS FEE SCHEDULE**

1. **Noxious Weed Management Plan** (*Fee goes to the Sanders County Weed Department*)

Proposed subdivisions of:

- Five or fewer lots/spaces/units - \$75 plus mileage (at State rate per mile)
- Six or more lots/spaces/units - \$75 plus mileage (at State rate per mile) plus \$7.50 per lot

2. **Subdivision Exemption Review Fee** (*Fee is paid to the Sanders County Clerk & Recorder, then split equally among the Sanders County Clerk & Recorder's Office, City of Thompson falls*)

- \$150

3. **Subdivision Recording Fees**

- As set by Sanders County Clerk & Recorder's Office. Fees are due at the time documents are submitted for filing/recording.

## APPENDIX 5 PRE-APPLICATION CHECKLIST

Subdivision / Project Name: \_\_\_\_\_

Subdivider Name: \_\_\_\_\_

Required Information	Information Provided	
	Applicant	Staff Verified
<b>1. Narrative</b>		
a. Describes proposed subdivision		
b. Identifies landowner (including names of the principal of an LLC or corporation), subdivider, and subdivider representative names, addresses, and telephone numbers		
c. Includes a complete legal description of the property		
d. Documents the proposed subdivisions as a first minor (if applicable)		
e. Documents any water rights		
f. Identify any special improvement districts or rural improvements districts		
<b>2. Subdivision Assessment Form (appendix C) - signed</b>		
<b>3. Vicinity map</b> showing the location of the proposed subdivision in relation to nearby landmarks		
<b>4. Crucial Area Planning System</b> (through Montana FWP) results		
<b>5. Sketch plan</b>		
a. Information on the <u>current status</u> of the site: <ol style="list-style-type: none"> <li>existing tract and lot boundaries</li> <li>description of general terrain, including topography</li> <li>natural features on the land, including water bodies</li> <li>existing structures and improvements</li> <li>existing utility lines and facilities serving the site, including irrigation ditches and other water user facilities</li> <li>existing easements and rights-of-way</li> <li>existing zoning or development regulation standards</li> <li>existing conservation easements</li> <li>existing covenants or deed restrictions</li> <li>adjacent land uses</li> </ol>		
b. Information on the <u>proposed subdivision</u> <ol style="list-style-type: none"> <li>tract and lot boundaries</li> <li>land uses</li> <li>proposed phasing, if applicable</li> <li>public and private improvements</li> <li>location of utility lines and facilities</li> <li>easements and rights of way</li> </ol>		



7. parkland, open space, and/or conservation easements		
6. Fee – payable to Sanders County Planning		
a. Planning Review \$100		
b. Public Safety Review - \$80 plus \$10/lot		
7. Notification Letter/List – agencies, adjacent landowners <sup>2</sup> , lienholders, etc.		
<b>OFFICE USE ONLY</b>  Pre-application Received on ____/____/____ by _____  Materials deemed complete on ____/____/____ by _____  Subdivider authorized to send out notifications on ____/____/____ (allow 30 days for comments)  19 additional copies received on ____/____/____  Scheduled for Planning Board meeting of ____/____/____  Site Visit ____/____/____		

<sup>2</sup> Refer to records in the Clerk and Recorder's and Treasure's offices for names and addresses of adjacent landowners