



FINAL PLAT CHECKLIST

SUBDIVISION FINAL PLAT REQUIREMENTS

After the conditions of the preliminary approval and the requirements for the installation of improvements have been satisfied, the final plat can be prepared. The final plat must conform to the uniform standards for final subdivision plats as set for in [24.183.1107, ARM](#). These requirements are mandatory per [BMC 38.220.070](#).

SUBDIVISION STATISTICS

Subdivision Type:

- First Minor Subdivision from a Tract of Record
- First Minor Subdivision from a Tract of Record with Variance
- Second or Subsequent Minor Subdivision from a Tract of Record
- First Major Subdivision

Total Number of Lots: _____

Lots by Proposed Uses:

- | | |
|-------------------------------------|---|
| _____ Residential, single household | _____ Industrial |
| _____ Residential, multi-household | _____ Common Open Space |
| _____ Townhouse/Rowhouse | _____ Institutional Lots |
| _____ Commercial | _____ City Park |
| _____ Restricted Development | _____ Other (i.e. Recreational Vehicle Space) |

DIGITAL SUBMITTALS & NAMING PROTOCOL

- 1) Create and submit a Planning application using the [ProjectDox portal](#);
 - a) After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain owner’s signature. Upload as a PDF to the “Documents” folder in ProjectDox.
- 2) The digital copies must be separated into two categories: Documents and Drawings.
 - a) The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
 - b) The Drawings folder should include items such as site plans, civil plans, landscape plans, irrigation plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24” x 36” sheet file or 11” x 17” sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information;

- 3) Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information;

APPLICATION SET

- 4) Developer must submit a written narrative stating how each of the conditions of the preliminary plat approval and noted code provisions or other demonstrations of compliance with standards have been addressed. Narrative must direct reviewer to the appropriate plat, plan, sheet, note, covenant, etc. in the submittal;
- 5) A letter from the City Engineer certifying:
 - a) As-built drawings (i.e., copies of final plans, profiles, grades, and specifications for public improvements, including a complete grading and drainage plan) have been received;
 - b) Approved and executed concurrent construction plan or improvements agreement;
 - c) Copy of the state highway access or encroachment permit will intersect with state highway;
- 6) Noxious weed MOU. Prior to final plat approval, a memorandum of understanding shall be entered into by the Weed Control District and the developer. The memorandum of understanding shall be signed by the district and the developer prior to final plat approval, and a copy of the signed document shall be submitted to the Planning Department with the application for final plat approval;
- 7) Final park plan. For all land used to meet parkland dedication requirements, a final park plan must be submitted for review and approval prior to final plat. Park plan must include all information listed in section [38.220.060.A.14](#). and must include evidence of compliance with installation requirements per [38.270](#);
- 8) Complete the final plat requirements found in the [Landscape and Irrigation Performance and Design Standards Manual](#) per BMC 38.220.070.A.5.
- 9) Affordable Housing. If the plat has used the provisions of division [38.380](#), a description of how the subdivision has complied with those requirements must be provided. Description must clearly identify those lots designated as subject to division 38.380 compliance requirements and to make the obligations placed on the affected lots readily understandable;
- 10) Conditions of Approval. A sheet(s) of the plat depicting conformance with subdivision application approval must be submitted as set forth in 24.183.1107 ARM as may be amended and as required by the county clerk and recorder and must:
 - a) Be entitled "Conditions of Approval of [INSERT NAME]" with a title or title block indicating the quarter-section, section, township, range, principal meridian, county and, if applicable city or town, in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition;"
 - b) Contain any text and/or graphic representations of requirements by the governing body for final plat approval (e.g. setbacks from streams or riparian areas, floodplain boundaries, no-build areas, building envelopes, or the use of particular parcels);
 - c) Include 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 governing body and

all conditions of the subdivision application have been satisfied;

- d) Include a notation stating information shown is current as of the date of certification and 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 local regulations;
- e) Include a notation stating buyers of property should ensure they have obtained and reviewed all sheets of the plat and all documents recorded and filed in conjunction with the plat, and buyers of property are strongly encouraged to contact the local community development department and become informed of any limitation on the use of the property prior to closing;
- f) List all associated recorded documents and recorded document numbers;
- g) Include a tabulation of parkland credit for the entire subdivision and attributed to each lot;
- h) Include a tabulation of open space;
- i) List easements, including easements for agricultural water user facilities;

11) Documents. The following documents must accompany the final plat:

- a) A subdivision guarantee per [MCA 76-3-612](#);
- b) Any covenants or deed restrictions relating to the subdivision, See [Division 38.220 Part 2](#);
- c) The security required per section [38.270.060](#), securing the future construction of any remaining private or public improvements to be installed;
- d) Copies of final plans, profiles, grades, and specifications for improvements, including a complete grading and drainage plan, with certification of a professional engineer, that all required improvements are installed according to provided plans. Subdivider must file copies with City Engineer and City Parks department. A statement must be included on the conditions of approval sheet stating where the plans can be obtained;
- e) If a street, alley, avenue, road, or highway created by the plat will intersect with a state or federal right-of-way, a copy of the access or encroachment permit;
- f) A subdivision guarantee for any off-site land intended to satisfy park dedication requirements. Guarantee must be dated no earlier than 30 calendar days prior to submittal;
- g) Any deeds and real estate transfer certificate, or other documents for transfer of land and/or improvements to the city, or the property owners’ association, or other entity;
- h) Any deeds or documents for transfer of water rights; including but not limited to all required state department of natural resources and conservation documentation, e.g. ownership update form, permit, groundwater certificate and/or change authorization;
- i) Any other documents satisfying subdivision application approval required by the governing body to be filed or recorded;

12) For non-public improvements, the developer must provide certification by the architect, landscape architect, engineer, or other applicable professional that all improvements, including but not limited to, landscaping, irrigation, ADA accessibility requirements, private infrastructure, and other required elements were installed in accordance with approved plans and specifications, or plat as applicable, unless a waiver of certification in whole or part is explicitly approved by the Development Review Committee (DRC).

REQUIRED FORMS

FP, [IA](#) (if guaranteed improvements)

APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted in January.

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