

## SUBDIVISION PRE-APPLICATION PLAN CHECKLIST

### SUBDIVISION PRE-APP PLAT REQUIREMENTS

This handout provides details for application requirements outlined in the project checklists. The purpose of the pre-application plan is to familiarize yourself with standards, goals, and objectives of the subdivision procedure. These requirements are mandatory per [BMC 38.220.030](#).

### 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	_____ Planned Unit Development Open Space
_____ Condominium Unit	_____ City Park
_____ Manufactured Home Space	_____ Restricted Development
_____ Commercial	_____ 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, 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) Sketch Map.
  - a) Names of adjoining subdivisions and numbers of adjoining certificates of survey, adjacent lot and tract lines;
  - b) Location, name, width, and owner of existing or proposed streets, roads, and easements within proposed subdivision; Existing streets, roads, and easements within adjacent subdivisions and tracts; name of street or road providing access from nearest public street or road to proposed subdivision;
  - c) Location of all existing structures, including buildings, railroads, power lines towers, and improvements within 100 ft.;
  - d) Zoning proposed for subdivision, if a change is contemplated and if an adjacent PUD is in place or proposed;
- 5) Topographic features. Topographic features of the proposed subdivision and adjacent subdivisions and tracts including embankments, watercourses, drainage channels, areas of seasonal water ponding, areas within designated flood-way, marsh areas, wetlands, rock outcrops, wooded areas, noxious weeds and areas of active faults. Include copies of any permits listed in section [38.220.020](#) obtained for project;
- 6) Utilities. Existing and proposed utilities located on and adjacent to proposed subdivision:
  - a) Location, size, and depth of sanitary and storm sewers, water mains, and gas lines;
  - b) Location of fire hydrants, electric lines, telephone lines, sewage and water treatment, and storage facilities;
- 7) Subdivision layout.
  - a) Subdivision block, tract, and lot boundary lines, with numbers, dimensions, and areas for each block, tract, and lot;
  - b) Street location, right-of-way width, and name;
  - c) Easement location, width, and purpose;
  - d) Sites to be dedicated or reserved as park, common open space, or other public areas. Include boundaries, dimensions, and areas;
  - e) Sites for commercial centers, churches, schools, industrial areas, multi-household units, manufactured housing community and uses other than single-household residences;
- 8) Development Plan. Development plan indicating future development of the remainder of the tract if phased development;
- 9) Name and Location. Title block with proposed name and legal description;
- 10) Notations. Conventional scale (i.e. 1:20 or 1/4:1), north arrow, name and addresses of owners and developers, and date of preparation. Plan/Drawings must not contain disclaimers such as “Not to Scale” or “Preliminary” and “Not for Construction”;

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- 11) Variances. A list of variance requests which will be submitted with the Preliminary Plat Application;
- 12) Waivers. List of waivers requested from the requirements of section [38.220.060](#). This list must be submitted with the pre- application and an explanation of why such information is not relevant or was not previously provided;
- 13) Parks and Recreation Facilities. Information must be provided for all land proposed to meet parkland dedication requirements
  - a) Park concept plan; must include site plan for entire property, zoning and ownership for adjacent properties, location of any critical lands, general description of land, and description of trails or other recreational features proposed to connect the proposed park area;
  - b) If applicant intends to request approval for cash-in-lieu, a response to the cash-in-lieu review factors established by resolution of the City Commission;
- 14) Affordable Housing. Describe any intended use of [38.380](#) for creation of affordable housing within the subdivision;
- 15) Wildlife. Describe key wildlife habitat issues associated with proposed subdivision, consideration of fish and wildlife resources, and early planning suggestions (Designated species of concern, potential impacts on wildlife and wildlife habitat) from local FWP field biologists;
- 16) Waivers of right to protest. Include copies of or recorded document numbers of all existing waivers of right to protest;
- 17) Water Rights. Describe how proposed subdivision intends to satisfy section [38.410.130](#) and provide documentation of all water rights appurtenant;
- 18) Agricultural water user facilities. Identify location of all agricultural water user facilities and contact information for representative per 38.360.280.
- 19) List the proposed landscape water supply source, location, and ownership (e.g. private or public) with a brief description of how this water will be used.

**REQUIRED FORMS**

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**APPLICATION FEE**

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

**CONTACT US**

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