

SUBDIVISION PRELIMINARY PLAT CHECKLIST

SUBDIVISION PRELIMINARY PLAT REQUIREMENTS

After the requirement for a pre-application review has been satisfied, you may submit a subdivision application within one year of the date of the city's written comments from the pre-application. These requirements are mandatory per BMC [38.220.040](#). The preliminary plat must be legibly drawn as specified in this application. Where accurate information is required, surveying and engineering data must be prepared under the supervision of a registered engineer or land surveyor, licensed in the state, as their respective licensing laws allow.

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) Select from the following, which subdivision review procedure intended to be used, as required by section [38.240.100](#);
- Expedited Subdivision per 76-3-623**
- Subdivisions subject to 76-3-616**
- Phased Development per 76-3-617**
- 5) Pre-application information. All information required with the pre-application plan, as outlined in section [38.220.030](#);
- 6) Subdivision information. Name and location of the subdivision, scale (Use a conventional scale such as 1:20 or 1/4:1), scale bar, north arrow, date of preparation, lots and blocks (designated by number), the dimensions and area of each lot, and the use of each lot, if other than for single-household;
- 7) Subdivision map. Map of entire subdivision;
- 8) Streets, roads, and grades. All streets, roads, alleys, avenues, highways, and easements; width of right of way, grades and curvature; Existing and proposed road and street names; proposed location of intersections requiring access to arterial or collector streets;
- 9) Adjoining subdivisions. The names of adjoining platted subdivisions and numbers of adjoining certificates of survey;
- 10) Adjoining owners. Names and addresses of record owners of lots and tracts immediately adjoining proposed subdivision;
- 11) Perimeter survey. Survey of exterior boundaries of platted tract with bearings, distances, and curve data indicated outside boundary lines. For irregular shoreline or body of water, bearings and distances of closing meander traverse must be given;
- 12) Section corner. Approximate location of all section corners or legal subdivision corners of sections pertinent to boundary;
- 13) Phased improvements. If improvements are to be completed in phases after final plat is filed, the approximate area of each phase must be shown on plat. Identify any improvements and associated phases not included within the geographic area of a phase, or if of construction of improvements is separate from the timing of construction of that phase;
- a) Timing of Installation and improvements. All improvements must be installed prior to the issuance of a building permit for any lot within a subdivision, except when concurrent construction is an identified purpose of the initial project review and approved per BMC [Section 38.270.030.B.1.a](#). Please select which option for completion time you wish to

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pursue.

- Improvements installed prior to final plat approval
- Improvements will be guaranteed with a financial security
- Concurrent Construction

b) If Concurrent Construction is requested. Concurrent Construction must be requested at time of the Subdivision Preliminary Plat application per [Section 38.270.030, BMC](#). For Subdivisions requiring off-site public infrastructure improvements use [CCOFF Checklist](#);

- 14) Contours. Ground contours must be provided for the tract according to [Table 38.220.040](#);
- 15) Waivers. List of waivers granted from the requirements of section [38.220.060](#) during the pre-application process;
- 16) DEQ Exemptions Request. If proposing to request for exemption from Department of Environmental Quality (DEQ) review, the preliminary plat application must include a written request form the developer's professional, licensed, engineer indicating the intent to request the exemption and details the extent of water, sewer, and stormwater infrastructure to be completed prior to final plat approval. Detailed stormwater drainage plan must be submitted with written request;
- 17) Sanitation information. For subdivisions not qualifying for the certification established in section 38.240.170, subdivider must provide information regarding sanitation set forth in [MCA 76-3-622](#);
- 18) Landscape. Landscape preliminary plat requirements found in the [Landscape and Irrigation Performance and Design Standards Manual](#) must be provided as established in section 38.220.040.B.;
- 19) Irrigation. Irrigation preliminary plat requirements found in the [Landscape and Irrigation Performance and Design Standards Manual](#) information must be provided as established in section 38.220.040.B.6.

DOCUMENTATION OF COMPLIANCE

The following information must be provided with all subdivision preliminary plat applications in order to document compliance with adopted development standards unless waived during pre-application process per [38.240.110](#). All documentation of any waivers granted must be included. **Refer to section [38.220.060](#) for a detailed list of required compliance documentation.**

- 20) Surface water;
- 21) Floodplains;
- 22) Groundwater;
- 23) Geology, soils, slopes;
- 24) Vegetation;
- 25) Wildlife;
- 26) Agriculture;
- 27) Agricultural water user facilities;

- 28) Water and sewer;
- 29) Stormwater management;
- 30) Streets, roads, and alleys;
- 31) Non-municipal utilities;
- 32) Land use;
- 33) Parks and recreation facilities;
- 34) Neighborhood center plan;
- 35) Lighting plan;
- 36) Miscellaneous. Public lands, hazards, wildlands-urban interface;
- 37) Affordable housing;
- 38) Description of how the proposed subdivision advances the adopted growth policy.

REQUIRED FORMS

PP, [N1](#), [SVAR](#) (if variance is requested), [CCOFF](#) (If Concurrent Construction is requested)

APPLICATION FEE

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

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