



106 1st Street E., Polson, MT 59860
 406-883-8200 Fax 406-883-8238
 www.cityofpolson.com



FINAL PLAT APPLICATION

Project /Subdivision Name: _____

Contact Person/Consultant:

Owner & Mailing Address:

Name: _____

Address: _____

Phone No.: _____

Date of Preliminary Plat Approval: _____

Type of Subdivision: Residential ____ Industrial ____ Commercial ____ PUD ____ Other ____

Total Number of Lots in Subdivision _____

Land in Project (acres) _____

Parkland (acres) _____ Cash-in-Lieu \$ _____ Exempt _____

No. of Lots by Type:

Single Family _____ Townhouse _____ Mobile Home Park _____

Duplex _____ Apartment _____ Recreational Vehicle Park _____

Commercial _____ Industrial _____ Planned Unit Development _____

Condominium _____ Multi-Family _____ Other _____

Legal Description of the Property _____

FILING FEE ATTACHED \$ _____

Minor Subdivision with approved preliminary plat	\$500 + \$50/lot
Major Subdivision with approved preliminary plat	\$850 + \$50/lot
Subdivision Improvements Agreement	\$150

In reviewing the application and materials submitted by the applicant, the City of Polson may determine that it may require extraordinary review and incur additional, expenses, costs and staff time on behalf of the applicant. The staff will advise the applicant of anticipated additional time and anticipated costs, including expenses for outside consultants, prior to incurring the same. The applicant is expected to pay such anticipated costs and hereby waives all statutory or ordinance time frames imposed upon the City until such fees and costs are paid

<u>Attached</u>	<u>Not Applicable</u>	<u>(MUST CHECK ONE)</u>
_____	_____	Health Department Certification (Original)
_____	_____	Title Report (Original, not more than 90 days old)
_____	_____	Tax Certification (Property taxes must be paid)
_____	_____	Consent(s) to Plat (Originals and notarized)
_____	_____	Subdivision Improvements Agreement (Attach collateral)
_____	_____	Parkland Cash-in-Lieu (Check attached)
_____	_____	Maintenance Agreement
_____	_____	Final Acceptance of Infrastructure Site Review
_____	_____	Plats: 3 mylars 10 11X17 Copies
		1 full size copy 1 Electronic Copy (**see detail below)

**The plat must be signed by all owners of record, the surveyor and the examining land surveyor.

Attach a letter, which lists each condition of preliminary plat approval, and individually state how each condition has specifically been met. In cases where documentation is required, such as an engineer's certification, State Department of Health certification, etc., original letters shall be submitted. Blanket statements stating, for example, "all improvements are in place" are not acceptable.

A complete final plat application must be submitted no less than **60 days** prior to expiration date of the preliminary plat approval.

When all application materials are submitted to the Polson Planning Department, and the staff finds the application is complete, the staff will submit a report to the governing body. The governing body must act within 30 days of receipt of the revised preliminary plat application and staff report. Incomplete submittals will not be accepted and will not be forwarded to the governing body for approval. Changes to the approved preliminary plat may necessitate reconsideration by the planning board.

During the course of review of the application and after final determination by the City of Polson, the Owner/Developer hereby agrees to hold the City of Polson harmless from all claims, expenses, costs and attorney's fees that may arise as a result of the actions or process taken by the Owner/Developer. This "hold harmless" responsibility does not indemnify the City from its acts of negligence, violation of codes or ordinances, or defense of its codes or ordinances.

I certify that all information submitted is true, accurate and complete. I understand that incomplete information will not be accepted and that false information will delay the application and may invalidate any approval. The signing of this application signifies approval for Polson Planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

****NOTE: Please be advised that the City of Polson requires that all subdivision final plat applications be accompanied with a digital copy of the Plat and Application Materials.**

Owner(s) Signature

Date

****A digital copy of the final plat in a Drawing Interchange File (DXF) format or an AutoCAD file format, consisting of the following layers:**

1. Exterior boundary of subdivision
2. Lot or park boundaries
3. Easements
4. Roads or rights-of-way
5. A tie to either an existing subdivision corner or a corner of the public land survey system

(Document revised 2/6/2015 EW)