



106 1st Street E., Polson, MT 59860
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City of Polson Subdivision Pre-Application Form

DATE: _____ **SUBDIVISION #** _____ **FEE: \$ 150.00**

Please complete the following questions and attach required supporting documents. Upon receipt, the City Planner will contact you to schedule a pre-application conference.

PROPERTY OWNER: _____ **PHONE** _____

AGENT FOR APPLICANT: _____ **PHONE** _____

TECHNICAL ASSISTANCE: _____ **PHONE** _____

PROPERTY INFORMATION: Tracts _____ in Sections _____ Township _____ Range _____

Subdivision/ Lot, Bloc, COS _____ Assessment Number (s) _____

Physical Address: _____ Acres: _____ Current Zoning: _____

Existing Use and Structures on Property: _____

Will this subdivision be a First Minor (provide supporting documentation) _____ Subsequent Minor _____ or a Major _____

Current Zone (s): _____

Working Title for this Subdivision _____ Proposed Number of Lots or Units _____

Check possible uses: _____ Condominiums _____ RV or Mobile Home Park _____ Campground Uses

_____ Single-family _____ Townhouse _____ Duplex _____ Multifamily _____ Commercial _____ Industrial

Please attach _____ Vicinity map (8 1/2" x 11" minimum)

It can be helpful to familiarize yourself with Chapters IV-VI (4-6) of the Polson Development Code.

Being aware of these required items will be helpful in your pre-application meeting process.

___ **Conceptual Plan (11" x 17" minimum) must include:**

- | | | |
|---|---|--|
| ___ General location | ___ Approximate boundaries of existing tract | ___ Wildlife range |
| ___ Topographic features | ___ Existing structures and public improvements | ___ Steep Slopes |
| ___ Existing Utilities | ___ Known easements and rights of way | ___ Wetlands |
| ___ Drainages/Swales | ___ Water resources (river, canals, lake) | ___ 100-year floodplain, if any |
| ___ Tract and lot lines | ___ Building Sites | ___ Proposed Utilities (power, water, sewer) |
| ___ Existing driveways and roads including widths | ___ Proposed access(s) to public road | |
| ___ Proposed easements | ___ Property pins marked or staked out/flagged | ___ proposed parking area(s) |

General Site Information

Directions to property _____

Wildlife - _____

Sewer and Water - _____

First Minor Subdivision Determination (If Applicable)- _____

FEE AGREEMENT

Dear Applicant/Developer:

Please be advised that you are responsible for any and all fees incurred from the City contract engineering firm, per Resolution #942, effective February 21, 2007. These fees begin with the Pre-Application through Final City Council Approval, including inspections. The fees also include any contact or requests from the Applicant/Developer or any person working with the project directly to the City Engineer.

Also, per Resolution #942 there will be an administrative surcharge of 5% to defray the administrative costs hereof, from the requestor, pursuant to the preceding acknowledgement.

Per Resolution #942, paragraph 4: No project or request may move forward thereafter until such time as the City department has been reimbursed the fee and/or cost, together with the five percent surcharge, associated with the City's engineering review of such project or request.

ACKNOWLEDGEMENT

I do hereby acknowledge and accept any and all costs incurred on behalf of the application/development as stated in the above paragraphs

Date: ____/____/20____

Signature of Applicant

Revised: 07/22/2015

Resolution #2015-022