CITY OF POLSON
Planning & Building Department
106 1st Street E. | Polson, MT 59860
T: 406-883-8214 | F: 406-883-8238
E: bp@cityofpolson.com
W: www.cityofpolson.com

Date Rec'd: _____
Fee: _____
Subdivision #: _____

MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

FEE SCHEDULE: i) Major Subdivision $1,500 plus $50 per lot
ii) Amended Preliminary Plat $100
a. Amendment to Conditions Only
b. Re-configured Proposed Lots
c. Add Additional Lots or Sub-lots
iii) Subdivision Variance $150 (per Variance)
iv) Adjoining Landowner Notification $6 (per address)

APPLICATION PROCESS: A major subdivision must go through a public hearing process with both the City-County Planning Board and City Commission. The City Commission shall approve, conditionally approve, or deny a proposed major subdivision within working 60 days, or 80 working days if the proposed subdivision contains 50 or more lots, of the Planning staff determining the subdivision application to be complete and sufficient.

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.

SUBDIVISION NAME: _____

OWNER(S) OF RECORD:
Name_____ Phone #:_____
Mailing Address: _____
City: _____ State: _____ Zip code: _____

TECHNICAL/PROFESSIONAL PARTICIPANTS (Surveyor/Designer/Engineer, etc.):
Name & Address: _____
Name & Address: _____
Name & Address: _____

LEGAL DESCRIPTION OF PROPERTY:
City/County: _____
Street Address: _____
Assessor's Tract No.(s): _____ Lot No(s): _____
1/4 Sec _____ Section _____ Township _____ Range_____

GENERAL DESCRIPTION OF SUBDIVISION:

Number of Lots or Rental Spaces: _____ Total Acreage in Subdivision: _____

Total Acreage in Lots: _____ Minimum Size of Lots or Spaces: _____

Total Acreage in Streets or Roads: _____ Maximum Size of Lots or Spaces: _____

Total Acreage in Parks, Open Spaces and/or Common Areas: _____

PROPOSED USE(S) AND NUMBER OF ASSOCIATED LOTS/SPACES:

Single Family _____ Townhouse _____ Mobile Home Park _____

Duplex _____ Apartment _____ Recreational Vehicle Park _____

Commercial _____ Industrial _____ Planned Unit Development _____

Condominium _____ Multi-Family _____ Other _____

APPLICABLE ZONING DESIGNATION & DISTRICT: _____

ESTIMATE OF MARKET VALUE BEFORE IMPROVEMENTS: _____

IMPROVEMENTS TO BE PROVIDED:

Roads: Gravel ____ Paved ____ Curb ____ Gutter ____ Sidewalks ____ Alleys ____ Other ____

Water System: Individual ____ Multiple User ____ Neighborhood ____ Public ____ Other ____

Sewer System: Individual ____ Multiple User ____ Neighborhood ____ Public ____ Other ____

Other Utilities: Cable TV ____ Telephone ____ Electric ____ Gas ____ Other ____

Solid Waste: Home Pick Up ____ Central Storage ____ Contract Hauler ____ Owner Haul ____

Mail Delivery: Central ____ Individual ____ School District: _____

Fire Protection: Hydrants ____ Tanker Recharge ____ Fire District: _____

Stormwater Drainage System: _____

PROPOSED EROSION/SEDIMENTATION CONTROL: _____

_____

VARIANCES: Are any subdivision Variances requested? _____ (Y/N) If yes, please complete the information below:

Section/regulation of the Subdivision Regulations creating hardship: _____

Explain the hardship that would be created with strict compliance of regulations: _____

_____

_____

_____

Proposed alternative(s) to strict compliances with above regulations: _____

_____

_____

_____

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACES PROVIDED BELOW:

1. Will the granting of the variance be detrimental to the public health, safety or general welfare or injurious to other adjoining properties?

_____
_____
_____
_____
_____

2. Will the variance cause a substantial increase in public costs?

_____
_____
_____
_____
_____

3. Will the variance affect, in any manner, the provisions of any adopted zoning regulations or Master Plan?

_____
_____
_____
_____

4. Are there special circumstances related to the physical characteristics of the site (topography, shape, etc.) that create the hardship?

_____
_____
_____
_____

5. What other conditions are unique to this property that creates the need for a variance?

_____
_____
_____
_____

APPLICATION CONTENTS:

The subdivider shall submit a **complete** application addressing items below to the Polson Planning Department at least 45 days prior to the date of the City-County Planning Board meeting at which it will be heard, unless other arrangements have been made with the planning staff.

Submittals shall include:

1. Preliminary plat application
2. 12 copies of the preliminary plat
3. Electronic copy of the plat, application, and application materials
4. One reproducible set of supplemental information
5. Environmental Assessment (76-3-603 MCA)
6. One reduced copy of the preliminary plat not to exceed 11” x 17” in size

7. A bona fide legal description of the subject property and a map showing the location and boundaries of the property
8. Draft Covenants, Conditions, & Restrictions (CC&Rs), if proposed
9. Application fee
10. A certified list of all property owners within 150 feet of the subject property is required with the information listed below. The list can be obtained from the Lake County GIS Office or from a title company. Please note that streets and roads are not included as part of the 150 feet.

Assessor #	Sec-Twn-Rng	Lot/Tract No.	Property Owner & Mailing Address
_____	_____	_____	_____

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 hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the Polson Planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

_____ _____

(Applicant) (Date)

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 Commission 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.

Signature: _____ Date: _____

(Property owner or authorized agent)