



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 #: _____

FINAL PLAT APPLICATION

- FEE SCHEDULE:** i) Minor Subdivision with approved preliminary plat \$600 + \$50/lot
 ii) Major Subdivision with approved preliminary plat \$950 + \$50/lot
 iii) Subdivision Improvement Agreement (if applicable) \$300

SUBDIVISION NAME: _____

OWNER(S) OF RECORD:

Name _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zipcode: _____

CONTACT PERSON / CONSULTANT:

Name _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zipcode: _____

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:** _____

Number 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 Property:

FILING FEE ATTACHED \$ _____

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 timeframes imposed upon the City until such fees and costs are paid.

<u>Attached</u>	<u>Not Applicable</u>	<u>(MUST CHECK ONE)</u>
<input type="checkbox"/>	<input type="checkbox"/>	Health Department Certification (Original)
<input type="checkbox"/>	<input type="checkbox"/>	Title Report (Original, not more than 90 days old)
<input type="checkbox"/>	<input type="checkbox"/>	Tax Certification (Property taxes must be paid)
<input type="checkbox"/>	<input type="checkbox"/>	Consent(s) to Plat (Originals and notarized)
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Improvements Agreement (Attach collateral)
<input type="checkbox"/>	<input type="checkbox"/>	Parkland Cash-in-Lieu (Check attached)
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Final Acceptance of Infrastructure Site Review
<input type="checkbox"/>	<input type="checkbox"/>	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 **30 days** prior to expiration date of the preliminary plat approval.

When all application materials are submitted to the City of Polson Planning Department and the staff finds the application is complete, the staff will submit a report to the City Commission. The City Commission 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 City Commission for approval. Changes to the approved preliminary plat may necessitate reconsideration by the City Commission.

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 City of 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