

CITY OF HARLEM SUBDIVISION REGULATIONS

September 29, 2011

**Prepared to comply with the
Montana Subdivision and Platting Act
*(Incorporates the 2005 amendments to the Montana Subdivision
and Platting Act)***

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DEFINITIONS

Whenever the following words or phrases appear in these regulations, they shall have the meaning assigned to them by this section. When not inconsistent with the context, words used in the present tense include the future; the singular, unless otherwise specifically defined in a particular section, includes the plural, and the plural the singular; the word "shall" is always mandatory, and the word "may" indicates use of discretion in making decisions.

- 1. ACCESS (LEGAL AND PHYSICAL): Legal access means that each lot in a subdivision either abuts a public (city, county, state, or federal) street or road, or that the sub-divider has obtained adequate and appropriate easements across all necessary properties, from a public road to each lot in the subdivision, whether or not a road has been constructed on that property, and has dedicated the easement or private road for public use. Physical access means that a street or road conforming to the subdivision design standards provides vehicular access to each lot in the subdivision, either from a public street or road, from a road constructed to local road standards in the obtained easements which is dedicated to public use, or from a private road improved to local road standards which has been dedicated to public use.
2. ADJOINING LANDOWNER (ADJACENT PROPERTY OWNER): The owner of record of a parcel of land that is contiguous, at any point, or land that is separated from the parcel by a road, watercourse or deeded right-of-way.
3. AGRICULTURE: All aspects of farming or ranching including the cultivation or tilling of soil; dairying; the production, cultivation, growing, harvesting of agricultural or horticultural commodities; raising of livestock, bees, fur-bearing animals or poultry; and any practices including, forestry or lumbering operations, including preparation for market or delivery to storage, to market, or to carriers for transportation to market.
4. AGRICULTURAL WATER USER FACILITIES: Those facilities which provide water for irrigation or stock watering to agricultural lands for the production of agricultural products. These

facilities include, but are not limited to, ditches, head gates, pipes, and other water conveying facilities.

5. **BLOCK:** A group of lots, tracts or parcels within well-defined and fixed boundaries.
6. **CERTIFICATE OF SURVEY:** A drawing of a field survey prepared by a professional land surveyor for the purpose of disclosing facts pertaining to boundary locations.
7. **CLUSTER DEVELOPMENT:** A subdivision with lots clustered in a group of five or more lots that is designed to concentrate building sites on smaller lots while allowing other lands to remain undeveloped. [76-3-103(2), MCA].
8. **COMPREHENSIVE PLAN, MASTER PLAN, OR GROWTH POLICY:** means a comprehensive development plan, master plan, or comprehensive plan that was adopted pursuant to Title 76, Chapter 1, MCA, before October 1, 1999, or a policy that was adopted pursuant to Title 76, Chapter 1, MCA, on or after October 1, 1999.
9. **CONDOMINIUM:** A form of individual ownership with unrestricted right of disposal of one or more units in a multiple unit project, with the land and other parts of the project held in common ownership or use with owners of the other units, pursuant to Title 70, Chapter 23, MCA.
10. **COVENANT (RESTRICTIVE COVENANT):** A limitation contained in a deed or other document that restricts or regulates the use of the real property.
11. **DEDICATION:** The deliberate appropriation of land by an owner for any general and public use, reserving to the landowner no rights that are incompatible with the full exercise and enjoyment of the public use to which the property has been devoted. [76-3-103(3), MCA].
12. **DEQ:** The Montana Department of Environmental Quality.
13. **DIVISION OF LAND:** The segregation of one or more parcels of land from a larger tract held in single or undivided ownership by transferring or contracting to transfer title to or possession of a portion of the tract or properly filing a Certificate of Survey or subdivision plat establishing the identity of the segregated parcels pursuant to the MSPA. The conveyance of a tract of record or an entire parcel of land that was created by a previous division of land is not a division of land. [76-3-103(4), MCA].
14. **DWELLING UNIT:** Any structure or portion thereof providing complete, independent and permanent living facilities for one household.
15. **EASEMENT:** Authorization by a property owner for another to use, or restriction on the right of the owner to use, all or a portion of the owner's property for a specified purpose.
16. **ENGINEER (PROFESSIONAL ENGINEER):** A person licensed in conformance with the Montana Engineers' and Land Surveyors' Act (Title 37, Chapter 67, MCA) to practice engineering in the State of Montana.
17. **FIRST MINOR SUBDIVISION:** A proposed minor subdivision from a tract of record that has not been subdivided or created by a subdivision under the MSPA, or has not resulted from a tract of record that has had more than five parcels created from that tract of record under 76-3-201 or 76-3-207, MCA, since July 1, 1973. [76-3-609(2), MCA].

18. FLOOD: The water of any watercourse or drainage which is above the bank or outside the channel and banks of such watercourse or drainage [76-5-103 (8), MCA].
19. FLOOD OF 100 YEAR FREQUENCY: A flood magnitude which has a one percent chance of occurring in any given year , or is a flood magnitude which is expected to recur on the average of once every 100 years [76-5-103 (9), MCA].
20. FLOODPLAIN: The area adjoining the watercourse or drainage that would be covered by the floodwater of a flood of 100 year frequency [76-5-103 (10), MCA].
21. FLOODWAY: The channel of a watercourse or drainage and those portions of the floodplain adjoining the channel that are reasonably required to carry and discharge the floodwater of any watercourse or drainage [76-5-103 (11), MCA].
22. GOVERNING BODY: The governing authority of a county, city, town, or consolidated local government organized pursuant to law [76-3-103 (7), MCA]. Herein: The City of Harlem, Harlem City Council
23. IMPROVEMENT AGREEMENT: A contractual agreement that may be required by the governing body to ensure the construction of such improvements as required by local subdivision regulations. The improvement agreement may require collateral to secure the construction of such improvements, such as the deposit of certified funds, irrevocable letters of credit, performance or property bonds, private or public escrow agreements, or similar financial guarantees.
24. LANDOWNER: All individuals, groups, or parties with a title interest in the property. For purposes of 76-3-207, MCA, when a parcel of land for which an exemption from subdivision review is claimed is being conveyed under a contract-for-deed, the terms “property owner,” “landowner,” and “owner” mean the seller of the parcel under the contract-for-deed (24.183.1104 ARM). For all other purposes of these regulations, the terms “property owner,” “landowner,” and “owner” mean both the seller and the purchaser under a contract for deed.
25. LOCAL SERVICES: Local services are defined as any and all services that local governments, public or private utilities are authorized to provide for the benefit of their citizens.
26. LOT: A parcel, plot, or other land area created by subdivision for sale, rent, or lease.
27. LOT MEASUREMENT:
 - a. Lot Depth -- The length of a line drawn perpendicularly to the front lot line and extending to the rear lot line.
 - b. Lot Width -- The average width of the lot.
 - c. Lot Frontage -- The width of the front lot line.
 - d. Lot Area -- The area of a lot determined exclusive of street, highway, alley, road, or other rights-of-way or access easements.
28. LOT TYPES:

- a. Corner Lot: A lot located at the intersection of two streets.
 - b. Interior Lot: A lot with frontage on only one street.
 - c. Through or Double-Frontage Lot: A lot whose front and rear lines both abut on streets.
 - d. Flag Lot: A lot of irregular shape, the bulk of which is normally situated to the rear of other lots, having as its frontage and access a drive connecting it to a street.
29. MAJOR SUBDIVISION: A subdivision that creates six or more lots..
 30. MINOR SUBDIVISION: A subdivision that creates five or fewer lots
 31. MOBILE (MANUFACTURED) HOME: A detached residential dwelling unit, which may consist of two or more sections, fabricated at a factory and designed to be towed on its own chassis to a building site for occupation as a dwelling with or without a permanent foundation. The term includes, but is not limited to, “trailer homes,” “house trailers,” and “manufactured homes” whether or not the unit has been constructed after July 1, 1976, in conformance with Federal Manufactured Home Construction and Safety Standards. The term does not include “modular” or “factory-built buildings” that are fabricated at a factory in accordance with the Uniform Building Code Standards applicable to site-built homes, and are transported to the site for final assembly on a permanent foundation.
 32. MOBILE (MANUFACTURED) HOME SPACE: A designated portion of a parcel of land designed for the accommodation of one mobile home and its accessory buildings or structures for the exclusive use of the occupants.
 33. MOBILE (MANUFACTURED) HOME PARK: A tract of land that provides or will provide spaces for two or more mobile homes.
 34. MOBILE (MANUFACTURED) HOME PAD: That area of a mobile home space which has been prepared for the placement of a mobile home.
 35. MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY MINIMUM STANDARDS: Minimum standards promulgated by the Montana Department of Environmental Quality, pursuant to Title 76, Chapter 4, Part 1, MCA.
 36. MONUMENT (PERMANENT MONUMENT): Any structure of masonry, metal, or other permanent, durable material placed in the ground, which is exclusively identifiable as a monument to a survey point, expressly placed for surveying reference.
 37. MSPA: Montana Subdivision and Platting Act, Title 76, Chapter 3, MCA.
 38. NATURAL ENVIRONMENT: The natural environment is defined as the physical conditions which exist within a given area, including land, air, water, mineral, flora, fauna, sound, light and objects of historic and aesthetic significance.
 39. OPEN SPACE: Land or water areas retained for use as active or passive recreation areas or for resource protection in an essentially undeveloped state.

40. **OVERALL DEVELOPMENT PLAN:** The plan of a subdivision design proposed to be subdivided in stages.
41. **PLANNED UNIT DEVELOPMENT (P.U.D.):** A land development project consisting of residential clusters, industrial parks, shopping centers, or office building parks that compose a planned mixture of land uses built in a prearranged relationship to each other and having open space and community facilities in common ownership or use [76-3-103 (10), MCA].
42. **PLANNING BOARD:** A planning board formed pursuant to Title 76, Chapter 1, MCA.
43. **PLAT:** A graphical representation of a subdivision showing the division of land into lots, parcels, blocks, streets, alleys, and other divisions and dedications.
 - a. **Preliminary Plat:** A neat and scaled drawing of a proposed subdivision showing the layout of streets, alleys, lots, blocks, and other elements of a subdivision that furnish a basis for review by a governing body as more specifically set forth in these regulations and the MSPA.
 - b. **Final Plat:** The final drawing of the subdivision and dedication required to be prepared for filing for record with the county Clerk and Recorder containing all elements and requirements set forth in these regulations and the MSPA. (Title 76, Chapter 3, MCA).
 - c. **Amended Plat:** The final drawing of any change to a filed platted subdivision , or any lots within a filed platted subdivision.
 - d. **Vacated Plat:** A plat which has been voided under the provisions of MCA 76-3-305, 7-5-2501, 7-5-2502, 7-14-2616 (1) and/or (2), 7-14-2617, 7-14-4114 (1) and/or (2), and 7-14-3115.
44. **PRE-APPLICATION SKETCH (OR DRAWING):** A legible drawing showing approximate boundaries, dimensions, areas, distances and other pertinent information of a proposed subdivision, all as more particularly set forth in section II-A-4(b).
45. **PUBLIC HEALTH AND SAFETY:** The prevailing healthful, sanitary condition of well being for the community at large. Conditions that relate to public health and safety include but are not limited to: disease control and prevention; emergency services; environmental health; flooding, fire or wildfire hazards, rock falls or landslides, unstable soils, steep slopes, and other natural hazards; high voltage lines or high pressure gas lines; and air or vehicular traffic safety hazards.
46. **PUBLIC IMPROVEMENT:** Any structure or facility constructed to serve more than one lot in a subdivision which is dedicated to the public or otherwise acquired by a government entity for public use. Examples of typical public improvements include parks, streets or roads, sidewalks, curbs, gutters, and street lighting, utilities, and systems for water supply, sewage disposal, drainage, or fire protection.
47. **PUBLIC ROAD OR STREET:** A road or street is public if its right-of-way has been dedicated or acquired for public use.
48. **PRIVATE IMPROVEMENT:** Private improvements are the same types of improvements as defined under PUBLIC IMPROVEMENTS, except the structure or facility has not been dedicated to the public or otherwise acquired by a government entity for public use.

49. **PRIVATE ROAD:** A road is private if its right-of-way has neither been dedicated nor acquired for public use. A private road may be open to use by the general public or public access may be restricted.
 50. **RECREATIONAL CAMPING VEHICLE:** A vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use that either has its own motor power or is mounted on or drawn by another vehicle.
 51. **RECREATIONAL VEHICLE PARK:** A tract of land available to and principally used by the public for camping, where persons can park recreational vehicles for camping and sleeping purposes.
 52. **RECREATIONAL VEHICLE SPACE:** A designated portion of a recreational vehicle park designed for the placement of a single recreational vehicle and the exclusive use of its occupants.
 53. **REVIEWING AUTHORITY:** The DEQ or local Board of Health or Sanitarian as authorized under Title 76, Chapter 4, MCA.
 54. **RIGHTS-OF-WAY:** A linear public way established or dedicated for public purposes by a duly recorded plat, deed, easement, grant, prescription, condemnation, governmental authority or by operation of law, intended to be occupied by a street, non-motorized vehicle path, railroad, electric transmission lines, water line, sanitary sewer line, storm sewer line, or other similar uses.
 55. **STATE:** The State of Montana.
 56. **STREET TYPES:** For purposes of these regulations, street types are defined as follows¹:
 - a. **Alley:** A public or private way reserved as a secondary means of access to the rear or side of lots which abut on and are served by public roads.
 - b. **Arterial:** A street or road having the primary function of moving traffic with emphasis on a high level of mobility for through movement and the secondary function of providing access to adjacent land. Arterials generally carry relatively large volumes of traffic. Arterials have two to four lanes of moving traffic and should provide only limited access to abutting property.
 - c. **Collector:** A street or road having the equally important functions of moving traffic and providing access to adjacent land. Collector streets have two moving traffic lanes and up to two parking lanes.
 - d. **Local Streets:** A street or road having the primary function of serving abutting properties, and the secondary function of moving traffic. Local streets have two moving lanes of traffic, up to two parking lanes, and provide access to abutting properties.
 - e. **Half-Street:** A portion of the width of a street, usually located along the perimeter of a subdivision, the remaining portion of which street must be located on adjacent property if the street is to be fully constructed.
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- f. Cul-de-sac: A street having only one outlet for vehicular traffic and terminating in a turn-around area.
 - g. Loop: A local street which begins and ends on the same street, generally used for access to properties.
 - h. Frontage Access (Service Road): A local or collector street, usually parallel and adjacent to an arterial or major collector, which provides access to abutting properties and controls traffic access to arterials or collectors.
57. SUBDIVIDER: Any person, firm or corporation, or other entity which causes land to be subdivided or which proposes a subdivision of land [76-3-103(15), MCA]. When used in these regulations, the term "sub-divider" may also include the property purchaser on a contract for deed or its agent, or the landowner's agent, if the landowner has provided the subdivision administrator written notification that the landowner's agent is authorized to act on the landowner's behalf and to receive notices regarding local government decisions concerning the subdivision.
 58. SUBDIVISION: A division of land or land so divided which creates one or more parcels containing less than 160 acres that cannot be described as a one-quarter aliquot part of a United States government section, exclusive of public roadways, in order that the title to or possession of the parcels may be sold, rented, leased, or otherwise conveyed and includes any re-subdivision and further includes a condominium or area, regardless of its size, that provides or will provide multiple space for recreational camping vehicles or mobile homes [76-3-103(16), MCA]².
 59. SUBDIVISION ADMINISTRATOR: The person or persons authorized by the governing body to perform the duties of review and administration set forth in these regulations. Currently in the City of Harlem, this position is known as the "City Planning Board."
 60. SUBSEQUENT MINOR SUBDIVISION: Any subdivision of five or fewer parcels that is not a first minor subdivision.
 61. SURVEYOR (PROFESSIONAL LAND SURVEYOR): A person licensed in conformance with the Montana Engineers' and Land Surveyors' Act (Title 37, Chapter 67, MCA) to practice surveying in the State of Montana.
 62. SURVEYOR (EXAMINING LAND SURVEYOR): A professional land surveyor duly appointed by the governing body to review surveys and plats submitted for filing.
 63. SWALE: A drainage channel or depression designed to direct surface water flow.
 64. TITLE REPORT (ABSTRACT OF TITLE, SUBDIVISION GUARANTEE, OR PLATTING REPORT): A report from a title service company on the condition of title to the property proposed for subdivision, which identifies the owners of record of the property, lien holders, encumbrances, easements and restrictions of record, and all other conditions of title of public record, and accompanied by a guarantee of the accuracy of the report from the title insurance agent or its underwriter.
 65. TOPOGRAPHY: General term to include characteristics of the ground surface such as plains, hills, mountains, slopes, and other physiographic features.
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66. TOWNHOUSE LOT: Arrangement under which units share a common wall, and individuals own their own units and hold separate title to the land beneath the unit.
67. TRACT OF RECORD: An individual parcel of land, irrespective of ownership, that can be identified by legal description, independent of any other parcel of land, using documents on file in the records of the county Clerk and Recorder's office [76-3-103(17)(a), MCA].
68. VICINITY SKETCH: A map at a scale suitable to locate a proposed subdivision, showing the boundary lines of all adjacent properties and streets and other information necessary to determine the general location of the proposed subdivision.
69. WILDLIFE: Those animals that are not domesticated or tamed, or as may be defined in a Growth Policy.
70. WILDLIFE HABITAT: The place or area where wildlife naturally lives or travels through.

CITY OF HARLEM SUBDIVISION REGULATIONS

I. GENERAL PROVISIONS

I-A. Title

These regulations will be known and may be cited as “CITY OF HARLEM SUBDIVISION REGULATIONS;” hereinafter referred to as “these regulations.”

I-B. Authority

Authorization for these regulations is contained in the Montana Subdivision and Platting Act (“MSPA”). [Title 76, Chapter 3, MCA.].

I-C. Purpose

The purposes of these regulations are to promote the public health, safety, and general welfare by regulating the subdivision of land; to prevent the overcrowding of land; to lessen congestion in the streets and highways; to provide for adequate light, air, water supply, sewage disposal, parks and recreation areas, ingress and egress, and other public requirements; to require development in harmony with the natural environment; to promote preservation of open space; to promote cluster development approaches that minimize costs to City of Harlem’s citizens and that promote effective and efficient provision of public services; to protect the rights of property owners; and to require uniform monumentation of land subdivisions and transferring interests in real property by reference to a plat or Certificate of Survey (76-3-102, MCA).

These regulations are intended to comply with Part 5 of the MSPA, and are intended to promote:

1. The orderly development of the jurisdictional area.
2. The coordination of roads within subdivided land with other roads, both existing and planned.
3. The dedication of land for roadways and for public utility easements.
4. The improvement of roads.
5. The provision of proper physical and legal access, including obtaining necessary easements.
6. The provision of adequate open spaces for travel, light, air, and recreation.
7. The provision of adequate transportation, water, drainage, and sanitary facilities.
8. The avoidance or minimizing of congestion.
9. The avoidance of subdivisions which would involve unnecessary environmental degradation.
10. The avoidance of danger or injury by reason of natural hazard or the lack of water, drainage, access, transportation, or other public improvements.

11. The avoidance of excessive expenditure of public funds for the supply of public improvements and services.
12. The manner and form of making and filing of any plat for subdivided lands.
13. The administration of these regulations by defining the powers and duties of approving authorities, including procedures for the review and approval of all plats of subdivisions covered by these provisions.

I-D. Jurisdiction.

These regulations govern the subdivision of land within the jurisdictional area of the governing body of City of Harlem, a political subdivision of the State of Montana.

When a proposed subdivision is also proposed to be annexed to a municipality, the governing body of that municipality will combine public hearings and otherwise coordinate the subdivision review process and annexation procedures whenever possible.

These regulations supplement all other regulations, and where they are at variance with other laws, regulations, ordinances, or resolutions, the more restrictive requirements apply. Other regulations include, but are not limited to, zoning regulations, floodplain regulations, building codes, development codes, and fire codes.

I-E. Severability

If a court of competent jurisdiction holds any word, phrase, clause, sentence, paragraph, section, or other part of these regulations invalid, that judgment will affect only the part held invalid.

II. GENERAL PROCEDURES

II-A. Preliminary Plats

II-A-1. Construction Timing

Construction work shall not occur on a proposed subdivision until the Harlem City Council and City Planning Board have given conditional approval of the preliminary plat. **Construction work undertaken or done prior to obtaining proper approval may be ordered removed or modified, at the developer/sub-divider's expense.**

II-A-2. Transfers of Title

Except as noted below, a final subdivision plat must be filed for record with the Blaine County Clerk and Recorder before title to the subdivided land can be sold or transferred in any manner. After the preliminary plat of a subdivision has been approved or conditionally approved, the sub-divider may enter into contracts to sell lots in the proposed subdivision if all of the following conditions are met (76-3-303, MCA):

- a. That under the terms of the contracts the purchasers of lots in the proposed subdivision make any payments to an escrow agent, which must be a bank or savings and loan association chartered to do business in the State of Montana;
- b. That under the terms of the contracts and the escrow agreement the payments made by purchasers of lots in the proposed subdivision may not be distributed by the escrow agent to the sub-divider until the final plat of the subdivision is filed with the Blaine County Clerk and Recorder;
- c. That the contracts and the escrow agreement provide that if the final plat of the proposed subdivision is not filed with the Blaine County Clerk and Recorder within two years of the preliminary plat approval, the escrow agent shall immediately refund to each purchaser any payments made under the contract;
- d. That the contracts contain the following language conspicuously set out therein: **“The real property which is the subject hereof has not been finally platted, and until a final plat identifying the property has been filed with the Blaine County Clerk and Recorder, title to the property cannot be transferred in any manner.”**
- e. That the Blaine County Treasurer has certified that all real property taxes and special assessments assessed and levied on the land to be divided have been paid; and
- f. A copy of the contracts and escrow agreement described above must be submitted to the planning board (or subdivision administrator). The name of the purchaser and purchase price may be blacked out.

II-A-3. Permission to Enter

The Harlem City Council or their designated agent(s) or affected agencies identified during the pre-application meeting may investigate, examine, and evaluate the site of the proposed subdivision to verify information provided by the sub-divider and to subsequently monitor compliance with any conditions if the preliminary plat is approved conditionally. The submission

of a subdivision application constitutes a grant of permission by the sub-divider for the City of Harlem, its agents, and affected agencies to enter the subject property. This consent applies to members of the public attending a noticed public meeting for a site visit.

II-A-4. Pre-application Process

- a. Prior to submittal of a subdivision application, the sub-divider shall request a pre-application meeting with the City Planning Board. The meeting shall occur within 30 days after the sub-divider submits a written request for the meeting to the Planner.
- b. At the time of the pre-application meeting request, the sub-divider shall provide to the planner, a sketch of the proposed subdivision showing the layout of the proposed features in relation to existing site conditions.
 2. The sketch may be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division at a scale of 1 inch to 400 feet or larger that is adequate to show the property and must include the following:
 - A. Information on the current status of the site, including:
 1. location;
 2. approximate tract and lot boundaries of existing tracts of record;
 3. description of general terrain;
 4. natural features on the land, including water bodies, floodplains geologic hazards, and soil types;
 5. existing structures and improvements;
 6. existing utility lines and facilities serving the area to be subdivided;
 7. existing easements and rights of way;
 8. existing zoning or development regulation standards;
 9. existing conservation easements;
 10. existing covenants or deed restrictions;
 - B. Documentation on the current status of the site, including:
 1. ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide;
 2. location of Agricultural Water Facilities;
 3. inclusion of any or all of the subdivision in any special improvement districts; and

4. weed districts and weed control regulations applicable to the property.
 - ii. Information on the proposed subdivision, including:
 - A. tract and proposed lot boundaries;
 - B. proposed public and private improvements;
 - C. existing and proposed location of utility lines and facilities;
 - D. existing and proposed easements and rights of way; and
 - E. parks and open space and any proposed conservation easements.
- c. At the pre-application meeting:
 - i. the City Planning Board shall identify, for informational purposes, the state laws, local regulations and growth policy provisions that may apply to the subdivision review process including, but not limited to, zoning regulations, floodplain regulations, building codes and fire codes;
 - ii. the City Planning Board shall provide the sub-divider with a list of public utilities, local, state and federal agencies, and any other entities that have an interest in the proposed subdivision and that may be contacted for comment by the subdivision administrator or planning board on the subdivision application. The City Planning Board shall also identify the timeframes that the public utilities, agencies, and other entities are given to respond; and
 - iii. the City Planning Board shall identify particular additional information he anticipates will be required for review of the subdivision application. This does not limit the ability of the subdivision administrator to request additional information at a later time.
- d. Unless the sub-divider submits a subdivision application within 180 days of this pre-application meeting, the sub-divider must request a new pre-application meeting prior to submitting the subdivision application.

II-A-5. Subdivision Application and Preliminary Plat Submittal

The sub-divider shall submit to City of Harlem or to the agent or agency designated by the Harlem City Council, a subdivision application addressing these topics and containing the following materials, all described in more detail in forms provided by the City Planning Board, as applicable: (See Administrative Materials “A” for an example.)

1. A completed and signed Subdivision Application Form;
2. The required review fee;
3. A preliminary plat;
4. A Vicinity Sketch;
5. A topographic map; (*note: 4 & 5 may be combined.*)
6. A grading and drainage plan;
7. Engineering plans for all Public and Private Improvements;
8. Overall development plan if development is in phases;
9. Abstract of Title or Title Report;
10. Lien-holders’ acknowledgement of subdivision;
11. Documentation of legal and physical access;
12. Documentation of existing easements, including those for Agricultural Water User Facilities;
13. Existing covenants and deed restrictions;
14. Existing water rights;
15. Names and addresses of all adjoining property owners;
16. Proposed road plans and profiles;
17. Encroachment permits from Montana Department of Transportation or the local jurisdiction;
18. Proposed easements;
19. Proposed disposition of water rights;
20. Proposed disposition of mineral rights;
21. Parkland dedication calculations;
22. Environmental assessment and/or summary of probable impacts;
23. Transportation impact analysis or transportation plan;
24. Fire risk rating analysis and fire prevention plan;
25. Weed management plan and re-vegetation plan;
26. Property owners’ association documents, including draft articles of incorporation, declaration and bylaws;
27. FIRM or FEMA panel map and letter identifying floodplain status;
28. Required water and sanitation information;
29. A form of Subdivision Improvements Agreement, if proposed;
30. Letter to the Harlem City Council requesting a revocation of existing agricultural covenants;
31. Letter indicating locations of cultural or historic resources;
32. Variance request or approval;
33. Re-zoning application or approval;
34. Flood hazard evaluation;
35. Letter identifying and proposing mitigation for potential hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials; and

36. Such additional relevant and reasonable information as identified by the city planning board during the pre-application meeting that is pertinent to the required elements of this section.

II-A-6. Review Process

For both minor and major subdivisions, the initial review process is as follows:

a. Element Review

- i. Within 5 working days of receipt of a subdivision application and fee, the City Planning Board shall determine whether the application contains all of the applicable materials required by section II-A-5 and shall give written notice to the sub-divider of his determination.
 - A. If the City Planning Board determines that elements are missing from the application, he shall return the application and identify those elements in the notification, and no further action shall be taken on the application by the board until the application is resubmitted.
 - B. The sub-divider may correct the deficiencies and resubmit the application.
 - C. If the sub-divider corrects the deficiencies and resubmits the application the City Planning Board shall have 5 working days to notify the sub-divider whether the resubmitted application contains all the materials required by section II-A-5, as applicable.
 - D. This process shall be repeated until the sub-divider submits an application containing all the materials required by section II-A-5, or the application is withdrawn.

b. Sufficiency Review

- i. Within 15 working days after the city planning board notifies the sub-divider that the application contains all of the required elements as provided in subsection (a) above, the board shall determine whether the application and required elements contain detailed, supporting information that is sufficient to allow for the review of the proposed subdivision under these regulations and shall give written notification to the sub-divider of his determination.
 - A. If the Board determines that the information in the application is not sufficient to allow for review of the proposed subdivision, they shall identify specific required information in his notification and return the application to the sub-divider, and no further action shall be taken on the application by the city planning board until the material is resubmitted.
 - B. The sub-divider may correct the deficiencies and resubmit the application, or withdraw the application.

- C. If the sub-divider corrects the deficiencies and resubmits the application in accordance with (i)(B) above, the subdivision administrator shall have 15 working days to notify the sub-divider whether the resubmitted application and required elements contain detailed, supporting information that is sufficient to allow for review of the proposed subdivision under these regulations.
 - D. This process shall be repeated until the sub-divider submits an application that contains detailed, supporting information that is sufficient for review of the proposed subdivision under the provisions of these regulations, or the application is withdrawn by the sub-divider.
- ii. A determination that an application contains sufficient information for review as provided in this subsection (b) does not ensure that the proposed subdivision will be approved or conditionally approved by the governing body and does not limit the ability of the subdivision administrator, planning board, or the governing body to request additional information during the review process.
 - iii. A determination of sufficiency by the subdivision administrator pursuant to this subsection does not limit the DEQ from requiring additional water and sanitation information as part of the DEQ review of water and sanitation information.

c. Applicable Regulations

Subdivision review and approval, conditional approval or denial shall be based on those regulations in effect at the time a subdivision application and preliminary plat is deemed to contain sufficient information for review. If regulations change during the element or sufficiency review, the determination of whether the application contains the required elements and sufficient information, and the subdivision review, shall be based on the new regulations.

II-B. Final Plats

II-B-1. Final Plat Contents

The final plat submitted for approval must conform to the preliminary plat as previously reviewed and approved by the City Planning Board and the Harlem City Council and must incorporate all required modifications and comply with all conditions imposed at the time of subdivision application and preliminary plat approval. The final plat and accompanying documents must comply with the Montana Uniform Standards for Final Subdivision Plats (Appendix A). Final plats of subdivisions approved for phased development shall be filed sequentially in accordance with the approval.

II-B-2. Final Plat Initial Review

a. Final Plat Submittal

The final plat approval application form (see Administrative Materials Section B for example), and all supplementary documents must be submitted to the City Planning Board at least 30

working days prior to the expiration of preliminary plat approval. The submittal shall include, as applicable:

- i. the final plat application;
- ii. the final plat review fee;
- iii. a statement from the project surveyor or engineer outlining how each condition of approval has been satisfied;
- iv. a Title Report or updated Abstract dated no less than 30 days prior to the date of submittal;
- v. the DEQ or local Environmental Health Department approval;
- vi. the final Grading and Drainage Plan, including all road plans and profiles, state or local encroachment permits, and the Traffic Impact Analysis (if required);
- vii. all engineering plans;
- viii. any homeowner association documents, including bylaws, covenants, and/or declarations;
- ix. city attorney approval; and
- x. one 11" x 17" and one 18" x 24" or larger copies of the final plat, completed in accordance with the Uniform Standards for Final Subdivisions Plats set forth in Appendix A.

b. Review by City Planning Board :

- i. The City Planning Board shall review the final plat to ascertain that all conditions and requirements for final plat approval have been met. They will not accept, begin processing, nor schedule any actions on a final plat submittal until a complete application and fee, and copies of the final plat have been received. Final plat applications will not be considered complete by the Planning Board until all conditions of preliminary approval have been satisfied.
- ii. If the City Planning Board determines that the final plat differs from the approved or conditionally approved preliminary plat, the applicant shall be required to submit an amended application pursuant to Section II-B-5.

The City Planning Board may require that final subdivision plats be reviewed for errors and omissions in calculation or drafting by an examining land surveyor before recording with the Clerk and Recorder. When the survey data shown on the plat meets the conditions pursuant to these regulations, the examining surveyor shall certify the compliance in a printed or stamped signed certificate on the plat.

II-B-3. Restrictive Covenants – Approval, Content and Enforcement by The City of Harlem

- a. The Harlem City Council may require that some or all restrictive covenants governing the use of land within the subdivision, whether proposed by the sub-divider or required by the City, be set forth in a separate heading identifying them as plat approval covenants, and indicating: *“These covenant(s) may not be repealed or amended without prior written consent of the Harlem City Council”*
- b. The City of Harlem may require that all restrictive covenants it has required as a condition of plat approval contain the following language: *“The Harlem City Council are a party to this restrictive covenant and may enforce its terms.*
- c. If common property is to be deeded to a property owners’ association, the covenants and by-laws which govern the association must, at a minimum, provide for the:
 - i. Formation of a property owners’ association concurrently with the filing of the final subdivision plat. Articles of Incorporation shall be filed with the Secretary of State’s office and a copy of the filed Articles provided to the City;
 - ii. Mandatory membership for each property owner. Purchasers of property may also be required to sign a waiver of right to protest the formation of a maintenance district to maintain improvements;
 - iii. Perpetual reservation of the common property when required under 76-3-621(6)(a), MCA;
 - iv. Payment of liability insurance premiums, local taxes, and the cost of maintaining recreational or other facilities;
 - v. Placement of liens on the property of lot owners who are delinquent in the payment of association fees and assessments;
 - vi. Adjustment of assessments to meet changing needs;
 - vii. Means of enforcing the covenants, and of receiving and processing complaints;
 - viii. Transition of control of the association from the Declarant to the homeowners.
 - ix. Dissolution of the association and modification of the covenants and restrictions after obtaining the governing body’s approval of the change; and
 - ix. Regular maintenance of roads, parks, buildings, drainage facilities, and other facilities controlled by the association.

II-B-4. Public Improvements Agreement; Guaranty

As a condition of approval of the final plat, the sub-divider must have installed all required improvements or have entered into a subdivision improvements agreement guaranteeing the construction, installation, and maintenance of all required improvements [76-3-507, MCA]. No construction or placement of structures on the lots may occur until improvements related to public health and safety, such as roads or fire fighting facilities, have been installed and engineering plans have been filed. A model subdivision improvements agreement and alternative methods of guaranteeing public improvements, the procedures and requirements for securing an agreement, and suggested conditions for maintenance are provided in Administrative Materials D.

If the sub-divider chooses to enter into a subdivision improvements agreement, guaranteeing the public improvements through a bond or letter of credit, three bids for the cost of installation of the public improvements shall be obtained by the sub-divider. The amount of the guarantee shall be calculated by multiplying 125% by the highest bid. As the public improvements are installed, the sub-divider shall provide a letter to the governing body indicating such, and including a copy of the engineered plans. The county engineer or consulting engineer designated by the governing body shall review and certify all public improvements have been installed in conformance with the plans and specifications. Prior to the release of the guarantee, a copy of the plans, stamped by the project surveyor or engineer in accordance with their licensing provisions, shall be filed in the Blaine County Clerk and Recorder's Office with reference to the final subdivision plat.

II-B-5. Amending Approved Preliminary Plats Before Final Plat Approval

- a. If the sub-divider proposes to change the preliminary plat after the preliminary plat approval but before the final plat approval, the sub-divider shall submit the proposed changes to the City Planning Board for review.
 - i. Within 5 working days of receiving the proposed changes, the Board shall determine whether the changes to the preliminary plat are material pursuant to subsection (b) below.
 - ii. If the City Planning Board determines the changes are material, he shall require the sub-divider to begin the subdivision review process again, starting with the pre-application meeting, and require payment of a new application fee.
 - iii. If the City Planning Board determines the changes are not material, the subdivision administrator shall accept the changes and notify the subdivider and the governing body of that decision.
- b. The following changes, although not an exhaustive list, may be considered material:
 - i. configuration or number of lots;
 - ii. road layout;
 - iii. water and/or septic proposals;
 - iv. configuration of park land and/or open spaces;

- v. easement provisions;
 - vi. designated access;
 - vii. changes to proposed covenants; or
 - viii changes to conditions of approval.
- c. A sub-divider whose proposed changes to the preliminary plat have been deemed material by the City Planning Board may appeal the Board's decision to the Harlem City Council by written notice within 10 working days. The sub-divider may request a hearing, and may submit additional evidence to show that the changes to the preliminary plat are not material.
- d. If the sub-divider and subdivision administrator determine that a condition of approval is illegal or impossible to comply with due to circumstances outside the sub-divider's control, economic hardship notwithstanding, the condition may be reviewed by the Harlem City Council through a properly noticed public hearing in order to determine if the condition may be waived or amended.

II-B-6. Final Plat Approval

a. Approval by the Harlem City Council

The Harlem City Council shall examine every final subdivision plat and shall approve it if it conforms to the conditions of preliminary plat approval and to the terms of the MSPA and these regulations, or deny it pursuant to (ii) below.

- i. If the final plat is approved, the City Council shall certify its approval on the face of the final plat. When applicable, a certificate of the City of Harlem accepting any dedicated land, easements, or improvements will be filed with the final plat.
- ii. If the final plat is denied, the Harlem City Council shall write a letter stating the reason for denial and forward a copy to the sub-divider. The Council will return the final plat to the sub-divider within 10 working days of the action. The sub-divider may then make any necessary corrections and resubmit the final plat for approval.

b. Inaccurate/Incomplete Information

The Harlem City Council may withdraw approval of a final plat if it determines that material information by the sub-divider is inaccurate or incomplete.

II-B-7. Final Plat Filing

After it is approved, the final plat may not be altered in any manner except as provided in II-B-8. The county Clerk and Recorder may not accept any plat for filing that does not bear the approval of the Harlem City Council in proper form or that has been altered. The Clerk and Recorder may file an approved plat only if it is accompanied by the documents specified in the Montana Uniform Standards for Monumentation, and Final Subdivision Plats, contained in Appendix A.

Notwithstanding the requirements of the Montana Uniform Standards, City of Harlem requires that all plat filings must include one signed copy on cloth backed material or on 3 mil or heavier matte stable-based polyester film or equivalent and one signed reproducible copy on a stable-based polyester film or equivalent and two paper copies.

II-B-8. Amending Filed Plats

- a. Changes that materially alter any portion of a filed plat, its land divisions or improvements, or that will modify the approved use of land within the subdivision, must be made by filing an amended plat showing all alterations. Any alteration which increases the number of lots or modifies six or more lots, or abandons or alters a public road right-of-way or parkland dedication must be reviewed and approved by the Harlem City Council.
- b. An amended plat is subject to the procedures for reviewing major or minor subdivisions, as appropriate. The Harlem City Council may not approve an amended final plat without the written consent of the owners and lien-holders of all lots which will be modified by the proposed amendment.
- c. The Harlem City Council may not approve an amendment that will place a lot in non-conformance with the standards contained in Section VI of these regulations or with local zoning regulations unless the Council holds a public hearing on the amendment and issues a written variance from the standards pursuant to Section XI-B, Variances.
- d. The final amended plat submitted for approval must comply with the requirements for final subdivision plats under the Uniform Standards for Filing Final Plats (Appendix A).

**III. REVIEW AND APPROVAL PROCEDURES FOR MINOR SUBDIVISIONS
(73-6-109, Montana Codes Annotated)**

Subdivisions containing five or fewer parcels shall be reviewed as set forth in this section.

First minor subdivisions shall be reviewed pursuant to section III-A and subsequent minor subdivisions shall be reviewed pursuant to section III-B.

III-A. First Minor Subdivision Review

The pre-application process and initial review process set forth in Section II, General Procedures, apply to this section.

III-A-1. First Minor Subdivision Application and Preliminary Plat Submittal

- a. The sub-divider shall submit to City of Harlem and to the agent or agency designated by the Harlem City Council, a subdivision application containing the materials identified in section II-A-5 and in the pre-application meeting, and
- b. sufficient documentary evidence from the public records demonstrating that the subdivision will be the first minor subdivision from a tract of record;

III-A-2. First Minor Subdivision Exceptions

The following do not apply to first minor subdivisions:

- a. preparation of an environmental assessment;
- b. parkland dedication;
- c. public hearing requirements; and
- d. review of the subdivision application for the impact on agriculture, agricultural water user facilities, local services, the natural environment, wildlife and wildlife habitat, and public health and safety, *if* the subdivision is proposed in a jurisdictional area that has adopted zoning regulations that address those impacts.

III-A-3. First Minor Subdivision Review Process

- a. Time Period for Approval, Conditional Approval, or Denial

Within 35 working days, the Harlem City Council shall approve, conditionally approve or deny the proposed subdivision according to Section III-A-6 of these regulations, unless the sub-divider and the City Planning Board mutually agree to an extension or suspension of the review period, not to exceed one year. The review period of 35 working days begins once the City Planning Board has given notice to the sub-divider that the subdivision application is sufficient for review. Notification constitutes the date when the reviewing agent or agency sends the notice to the sub-divider.

b. Public Agency and Utility Review

Review and comment by public agencies or utilities may not delay the Harlem City Council's action on the subdivision application beyond the 35-working day review period. The Harlem City Council shall make these comments available to the sub-divider and to the general public upon request. If, during the review of the application, the City Planning Board contacts a public utility, agency, or other entity that was not included on the list provided during the pre-application meeting, the Board shall notify the sub-divider of the contact and the timeframe for response.

III-A-4. First Minor City Planning Board Consideration and Recommendation

a. Recommendation

i. Consideration-Standards

In recommending approval, conditional approval or denial of the subdivision application and preliminary plat, the City Planning Board shall base its recommendation on compliance of the subdivision application and preliminary plat with the following:

- A. these regulations, including but not limited to the standards set forth in Section VI;
- B. applicable zoning regulations;
- C. The MSPA, including but not limited to 76-3-608(3), as delineated in section III-A-6(a) and (b)(iv) of these regulations; and
- D. other applicable regulations.

ii. Consideration-Evidence

In recommending approval, conditional approval or denial of the subdivision application and preliminary plat, the planning board may consider, without limitation, the following (as applicable):

- A. the subdivision application and preliminary plat;
- B. the summary of probable impacts and mitigation;
- C. an officially adopted growth policy;
- D. the Sanitarian's reports and recommendations; and
- E. any additional information authorized by law.

iii. Written Recommendation

Within 10 working days after the public meeting, the planning board shall submit the following, in writing, to the sub-divider and the Harlem City Council:

- A. recommended findings of fact based on the evidence in subsection (a)(ii) above that discuss and consider the subdivision's compliance with and impact on the items listed in subsection (a)(i) of these regulations;
- B. a recommendation for approval, conditional approval (including any recommended conditions and/or mitigation measures), or denial of the subdivision application and preliminary plat; and
- C. a recommendation for approval or denial of any requested variances (See Section XI-B).

b. Water and Sanitation Information

The City Planning Board shall collect public comment regarding the water and sanitation information required by the MSPA and these regulations. The City Planning Board shall forward all comments regarding water and sanitation to the Harlem City Council.

III-A-5. Sub-divider's Preference for Mitigation

No later than two working days before the meeting at which the Harlem City Council is to consider the subdivision application and preliminary plat, the sub-divider is encouraged to submit in writing to the City Planning Board, the sub-divider's comments on and responses to the planning board's recommendations as well as any proposed mitigation measures not already discussed with the planning board. The City Council will consult with the sub-divider and will give due weight and consideration to the sub-divider's expressed preferences regarding mitigation.

[76-3-608(5)(b), MCA].

III-A-6. First Minor Subdivision; Harlem City Council Decision and Documentation

a. Prerequisites to Approval

The Harlem City Council may not approve or conditionally approve a subdivision application and preliminary plat unless the proposed subdivision:

- i. provides easements for the location and installation of any planned utilities, both on and off site;
- ii. provides legal and physical access to each parcel within the subdivision and the notation of that access on the applicable plat and any instrument transferring the parcel;
- iii. assures that all required public or private improvements will be installed before final plat approval, or that their installation after final plat approval will be guaranteed as provided by section II-B-4 of these regulations; and

b. Consideration – Standards

In approving, conditionally approving, or denying a first minor subdivision application, the Harlem City Council shall consider subsection (a) above and whether the proposed subdivision complies with:

- i. these regulations, including but not limited to, the standards set forth in Section VI;
- ii. applicable zoning regulations;
- iii. other applicable regulations;
- iv. the MSPA, including but not limited to the following impacts:
 - A. impact on local services;
 - B. impact on the natural environment;
 - C. impact on public health and safety.
- v. proposed mitigation.

c. Consideration – Evidence

In making its decision to approve, conditionally approve, or deny a proposed first minor subdivision the Harlem City Council may consider and weigh the following, as applicable:

- i. the subdivision application and preliminary plat;
- ii. the summary of probable impacts and mitigation;
- iii. an officially adopted growth policy;
- iv. the City Planning Board staff report and recommendations;
- v. planning board recommendation; and
- vi. any additional information authorized by law.

d. Water and Sanitation-Special Rules.

- i. Water and sanitation information provided in the application and public comment given about this information during the review process may be used as a basis for a conditional approval or denial of a subdivision only if the Harlem City Council find that information provided in the application or submitted during public comment indicates the proposal does not comply with previously adopted subdivision, zoning, floodplain or other regulations.

- ii. The Harlem City Council shall collect public comments regarding water and sanitation information and shall make any comments submitted, or a summary of the comments submitted, available to the sub-divider within 30 days after conditional approval or approval of the subdivision application and preliminary plat.
 - iii. The sub-divider shall, as part of the sub-divider's application for sanitation approval, forward the comments or the summary provided by the Harlem City Council and their agents and staff, to the:
 - A. reviewing authority provided in Montana Code Annotated, Title 76, chapter 4, for subdivisions that will create one or more parcels containing less than 20 acres; or
 - B. local health department or board of health for proposed subdivisions that will create one or more parcels containing 20 acres or more and less than 160 acres.
- e. Documentation of the Decision by the Harlem City Council: per 76-3-320, MCA
- i. In rendering their decision to approve, conditionally approve, or deny the proposed subdivision the Harlem City Council shall issue written findings of fact that discuss and weigh the proposed subdivision's compliance with the above subsections.
 - ii. When the governing body approves, denies, or conditionally approves the proposed subdivision, it shall send the sub-divider a letter, with the appropriate signature, and make the letter available to the public. The letter shall:
 - A. contain information regarding the appeal process for the denial or imposition of conditions; (per 76-3-625, MCA)
 - B. identify the regulations and statutes that are used in reaching the decision to approve, deny, or impose conditions and explain how they apply to the decision;
 - C. provide the facts and conclusions that the City Council relied upon in making their decision and making reference to documents, testimony, or other materials that form the basis of the decision; and
 - D. provide the conditions that apply to the preliminary plat approval and that must be satisfied before the final plat may be approved.
 - E. set forth the time limit for approval, pursuant to subsection (f) below.

f. Subdivision Application and Preliminary Plat Approval Period

- i. Upon approval or conditional approval of the preliminary plat, the council shall provide the sub-divider with a dated and signed statement of approval. The approval shall be in force for no more than three calendar years.
 - A. At least 30 days prior to the expiration of the preliminary plat approval, the City Council may, at their discretion and at the written request of the sub-divider, extend this approval for a period of one additional year.
 - B. The council may extend the approval for more than one year if that approval period is included as a specific condition of a written subdivision improvements agreement between the city council and the sub-divider, provided for in Section II-B-4.
- ii. After the application and preliminary plat are approved, the council may not impose any additional conditions as a prerequisite to final plat approval unless the preliminary plat approval expires.
- iii. The Harlem City Council may withdraw approval or conditional approval of an application and preliminary plat if they determines that information provided by the sub-divider, and upon which the approval or conditional approval was based, is inaccurate or incomplete.

III-A-7. First Minor Subdivisions – Amended Applications

- a. If the sub-divider changes the subdivision application or preliminary plat before the City Council makes their decision, the sub-divider shall submit the amended application or preliminary plat to the City Planning Board for review.
 - i. Within 5 working days of receiving the amended application or preliminary plat, the Board shall determine whether the changes to the subdivision application or preliminary plat are material, as determined in subsection (c) below.
 - ii. The 35-working day review period is suspended while the Board considers the amended application or preliminary plat.
 - iii. If the City Planning Board determines the changes are not material, the 35-working day review period resumes when the Board mails notice of the decision to the sub-divider.
 - iv. If the City Planning Board determines the changes are material, they shall require the sub-divider to schedule a new pre-application meeting and resubmit the application and preliminary plat as a new subdivision application.
- b. By making changes to a pending subdivision application or preliminary plat, the sub-divider consents to suspension of the review period as provided in subsection (a)(ii).
- c. The following changes, although not an exhaustive list, may be considered material:
 - i. configuration or number of lots;

- ii. road layout;
 - iii. water and/or septic proposals;
 - iv. configuration of park land and/or open spaces;
 - v. easement provisions; and
 - vi. designated access.
- d. A sub-divider whose subdivision application or preliminary plat has been deemed materially changed by the City Planning Board and other staff may appeal that administrator's decision to the Harlem City Council. The sub-divider may request a hearing, and may submit additional evidence to show that the changes to the preliminary plat are not material.
- i. The 35-working day review period is suspended until the Harlem City Council decision on the appeal is made.
 - ii. If the Council conclude that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are material, they shall require the subdivision application and preliminary plat to be resubmitted pursuant to subsection (a)(iv).
 - iii. If the City Council conclude that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are not material, the 35-working day review period resumes as of the date of the decision.
 - iv. By appealing the decision of the City Planning Board, the sub-divider agrees to suspension of the 35-working day review period provided in subsection (d)(i).

III-A-8. First Minor Subdivision Final Plat

The final plat must include the contents, and be submitted and reviewed in accordance with the appropriate requirements contained in Section II-B, Final Plats.

III-B. Subsequent Minor Subdivisions

A Subsequent Minor Subdivision is any subdivision with five or fewer lots that is not a first minor subdivision. Subsequent minor subdivisions shall be reviewed as major subdivisions. All the requirements and procedures of Section IV of these regulations must be followed for subsequent minor subdivisions.³ However, a park dedication may not be required.

IV. REVIEW AND APPROVAL PROCEDURES FOR MAJOR SUBDIVISIONS

IV-A. Review and Approval Procedures for Major Subdivisions

Subdivisions that qualify for major subdivision review are those divisions of land containing six or more lots, or subdivisions of five or fewer lots that do not otherwise qualify for review as first minor subdivisions under 76-3-609, MCA and these regulations.

The pre-application process and initial review process set forth in Section II, General Procedures, apply to this section.

IV-A-1. Subdivision Application and Preliminary Plat Submittal

- a. The sub-divider shall submit to the Harlem City Council or to the agent or agency designated by the Council, a subdivision application containing the materials identified in Section II-A-5 and in the pre-application meeting.
- b. The requirement for preparing an environmental assessment, does not apply, pursuant to 76-3-210, MCA, when:
 - i. The proposed subdivision is totally within an area covered by a growth policy adopted pursuant to sections 76-1-601 through 76-1-606, MCA; and
 - ii. The City has adopted zoning regulations pursuant to sections 76-2-301 through 76-2-328, MCA (municipal zoning); or sections 76-2-201 through 76-2-228, MCA (county zoning pursuant to a growth policy); and
 - iii. The City has adopted a strategy for development, maintenance, and replacement of public infrastructure pursuant to section 76-1-601(3)(e), MCA.
- c. The planning board may waive the requirement for preparing any portion of the environmental assessment when the proposed subdivision is in an area covered by a growth policy adopted pursuant to sections 76-1-601 through 76-1-606, MCA, and the proposed subdivision will be in compliance with the policy.
- d. When an exemption from preparing any portion of the environmental assessment is sought, the applicant shall meet with the planning board, explain why the exemption is appropriate, and if granted the planning board shall prepare and certify a written statement of the reasons for granting the exemption. A copy of this statement must accompany the preliminary plat of the subdivision when it is submitted for review and shall be filed with the final plat.

IV-A-2. Time Period for Approval, Conditional Approval, or Denial

- a. Within 60 working days, the Harlem City Council, shall approve, conditionally approve or deny the proposed subdivision according to Section IV-A-8 of these regulations, unless the sub-divider and the City Planning Board agree to an extension or suspension of the review period, or a subsequent public hearing is held pursuant to Section IV-A-7 of these regulations. A subdivision application is deemed submitted for review, and the 60-working day period begins when the Board notifies the sub-divider or the sub-divider's agent in writing that the application contains sufficient information to conduct the review.

b. Public Agency and Utility Review

Review and comment by public agencies or utilities may not delay the Harlem City Councils' action on the subdivision application beyond the 60-working day review period. The council will make these comments available to the sub-divider and to the general public upon request. If, during the review of the application, the City Planning Board contacts a public utility, agency, or other entity that was not included on the list provided during the pre-application meeting, the Board shall notify the sub-divider of the contact and the timeframe for response.

IV-A-3. Public Hearings and Notices – In General

a. Hearings

The city planning board and the Harlem City Council shall each hold a public hearing on the subdivision application when a hearing is required by these regulations.

b. Notice

3. The city planning board and city council shall give notice of the times, dates and locations of the hearings by publication in a newspaper of general circulation in the county not less than 15 days prior to the dates of the hearings.

ii. At least 15 days prior to the dates of the hearings, the city planning board and the city council shall give notices of the hearings by certified mail to the sub-divider, each adjoining landowner to the land included in the preliminary plat, and each purchaser under contract for deed of property immediately adjoining the land included in the preliminary plat.

iii. The City Planning Board or City Council require that notices be posted at conspicuous places on the site of the proposed subdivision.

IV-A-4. City Planning Board Hearing, Consideration and Recommendation

a. Hearing

After the subdivision application is deemed to have all the required elements and contain detailed, supporting information that is sufficient to allow for review, and the board has prepared a staff report, the city planning board shall schedule and hold a public hearing on the subdivision application.

b. Recommendation

i. Consideration-Standards

In recommending approval, conditional approval or denial of the subdivision application and preliminary plat, the planning board shall base their recommendation on compliance of the subdivision application with the following:

- A. these regulations, including but not limited to the standards set forth in Section VI;
- B. applicable zoning regulations;
- C. The MSPA, including but not limited to 76-3-608(3), as delineated in sections IV-A-8(a) and (b)(iv) of these regulations; and
- D. All other applicable regulations.

ii. Consideration-Evidence

In recommending approval, conditional approval or denial of the subdivision application and preliminary plat, the city planning board may consider, without limitation, the following (as applicable):

- A. the subdivision application and preliminary plat;
- B. the environmental assessment;
- C. the summary of probable impacts and mitigation;
- D. an officially adopted growth policy;
- E. information provided at public hearing(s);
- F. The board's and staff report and recommendation; and
- G. any additional information authorized by law.

iii. Written Recommendation

Within 10 working days after the public hearing, the City Planning Board shall submit the following, in writing, to the sub-divider and the Harlem City Council:

- A. recommended findings of fact based on the evidence in subsection (b)(ii) above that discuss and consider the subdivision's compliance with and impact on the items listed in subsection (b)(i) above of these regulations; and
- B. a recommendation for approval, conditional approval (including any recommended conditions and/or mitigation measures), or denial of the subdivision application and preliminary plat.
- C. a recommendation for approval or denial of any requested variances.(see Section XI-B).

c. Water and Sanitation Information

The City Planning Board or planning staff shall collect public comment regarding the water and sanitation information required by the MSPA and these regulations. The City Planning Board shall forward all comments regarding water and sanitation to the Council.

IV-A-5. Subdivider's Preference for Mitigation

No later than two working days before the meeting or hearing at which the City Council are to consider the subdivision application and preliminary plat, the sub-divider is encouraged to submit in writing to the board, the sub-divider's comments on and responses to the City Planning Board's recommendations as well as any proposed mitigation measures not already discussed with the planning board. The Council will consult with the sub-divider and will give due weight and consideration to the sub-divider's expressed preference regarding mitigation.
[76-3-608(5)(b), MCA].

IV-A-6. Harlem City Councils' Hearing

- a. After the City Planning Board makes its recommendation, the Harlem City Council shall hold a public hearing on the subdivision application.
- b. All comments and documents regarding the subdivision shall be submitted to the City Planning Board, rather than to the City Council directly, to be forwarded by the Board to the City Council;
- c. The City Council shall determine whether public comments or documents presented for consideration at the public hearing constitute either:
 - i. information or analysis of information that was presented at the planning board hearing on the subdivision application that the public has had a reasonable opportunity to examine and on which the public has had a reasonable opportunity to comment, in which case, Harlem City Council proceed to its decision whether to approve, conditionally approve, or deny the proposed subdivision; or
 - ii. new information or analysis of information that has never been submitted as evidence or considered by the City Planning Board at a hearing on the subdivision application, in which case the City Council shall proceed as set forth in subsection (d) below.
- d. If the City Council determines that public comments or documents presented at the hearing constitute new information or an analysis of information regarding the subdivision application that has never been submitted as evidence or considered by the City Planning Board at the public hearing on the subdivision application, the City Council shall determine whether the public comments or documents are relevant and credible with regard to their decision, pursuant to subsections (e) and (f) below.
 - i. If the council determines the information or analysis of information is either not relevant or not credible, then the council shall approve, conditionally approve, or deny the proposed subdivision without basing its decision on the new information or analysis of information; or
 - ii. If the City Council determines the new information or analysis of information is relevant and credible, then they shall schedule or direct the city planning board to schedule a subsequent public hearing pursuant to Section IV-A-7.
 - iii. At the subsequent hearing the City Planning Board or City Council shall consider only the new information or analysis of information that may have an impact on

the findings and conclusions that the Council will rely upon in making its decision on the proposed subdivision.

- e. New information or analysis of information is considered to be relevant if it may have an impact on the findings and conclusions that the City Council will rely upon in making their decision on the proposed subdivision.
- f. New information or analysis of information is considered to be credible if it is based on one or more of the following:
 - i. physical facts or evidence;
 - ii. corroborated personal observations;
 - iii. evidence provided by a person with professional competency in the subject matter; or
 - iv. scientific data.

IV-A-7. Subsequent Public Hearing

- a. If a subsequent public hearing is held pursuant to section IV-A-6, it must be held within 45 days of the City Council's determination to schedule a subsequent hearing. The city planning board or City Council shall consider only the new information or analysis of information that may have an impact on the findings and conclusions that the council will rely upon in making their decision on the proposed subdivision.
 - i. Notice of the time, date and location of the subsequent hearing shall be given by publication in a newspaper of general circulation in the county not less than 15 days prior to the date of the subsequent hearing.
 - ii. At least 15 days prior to the date of the subsequent hearing, notice of the subsequent hearing shall be given by certified mail to the sub-divider, each adjoining landowner to the land included in the preliminary plat, and each purchaser under contract for deed of property immediately adjoining the land included in the preliminary plat.
 - iii. The City Council shall require that notice be posted at a conspicuous place on the site of the proposed subdivision.
- b. If a subsequent public hearing is held, the 60-working day review period is suspended as of the date of the councils' decision to schedule a subsequent hearing. The 60-working day review period resumes on the date of the councils' next scheduled public meeting for which proper notice for the public meeting on the subdivision application can be provided.

IV-A-8. Harlem City Council's Decision and Documentation

- a. Prerequisites to Approval

The Harlem City Council may not approve or conditionally approve a subdivision application and preliminary plat unless the proposed subdivision:

- i. provides easements for the location and installation of any planned utilities;
- ii. provides legal and physical access to each parcel within the subdivision and the notation of that access on the applicable plat and any instrument transferring the parcel;
- iii. assures that all required public or private improvements will be installed before final plat approval, or that their installation after final plat approval will be guaranteed as provided by section II-B-4 of these regulations; and
- iv. assures that the requirements of 76-3-504(1)(j), MCA, regarding the disclosure and disposition of water rights as set forth in Section VI-O have been considered and will be accomplished before the final plat is submitted.
- v. assures that the requirements of 76-3-504(1)(k) regarding watercourse and irrigation easements as set forth in Section VI-N have been considered and will be accomplished before the final plat is submitted.
- vi. Provides for the appropriate park dedication or cash-in-lieu.

b. Consideration-Standards

In approving, conditionally approving, or denying a subdivision application and preliminary plat, the Council shall consider subsection (a) above, and whether the proposed subdivision complies with:

- i. these regulations, including, but not limited to, the standards set forth in Section VI;
- ii. applicable zoning regulations;
- iii. other applicable regulations;
- iv. the MSPA, including but not limited to the following impacts;
 - A. impact on agriculture, including weed control
 - B. impact on agricultural water user facilities
 - C. impact on local services
 - D. impact on the natural environment
 - E. impact on wildlife and wildlife habitat;
 - F. impact on public health and safety; and
- v. proposed mitigation.

c. Consideration-Evidence

In making its decision to approve, conditionally approve, or deny a proposed subdivision, the City Council may consider and weigh the following, as applicable:

- i. the subdivision application and preliminary plat;
- ii. the environmental assessment;
- iii. the summary of probable impacts and mitigation;
- iv. any officially adopted growth policy, which may be considered as a single, determinative factor;
- v. comments, evidence and discussions at the public hearing(s);
- vi. city planning board staff report and recommendations;
- vii. city planning board recommendation; and
- viii. any additional information authorized by law.

Notwithstanding the foregoing, the City Council may not consider any information regarding the subdivision application that is presented after the final public hearing (which may include a subsequent hearing if any) when making their decision to approve, conditionally approve, or deny the proposed subdivision.

d. Water and Sanitation-Special Rules

- i. Water and sanitation information provided in the application and public comment given about this information during the review process may be used as a basis for a conditional approval or denial of a subdivision only if the City Council find that information provided in the application or submitted during public comment indicates the proposal does not comply with previously adopted subdivision, zoning, floodplain or other regulations.
- ii. For a proposed subdivision that will create one or more parcels containing less than 20 acres, the Council shall require approval by the DEQ as a condition of approval of the final plat. This approval applies to the development of lots at the time of the approval and is no guarantee that a source of water or a location for a septic system or drain fields will be available when the lots are actually developed.
- iii. For a proposed subdivision that will create one or more parcels containing 20 acres or more, the Council shall condition approval of the final plat upon the subdivider demonstrating that there is an adequate water source and at least one area for a septic system and a replacement drain field for each lot. This demonstration to the local planning board is to evaluate the ability to develop lots at the platting stage and is no guarantee that a source of water or a location for a septic system or drain fields will be available when the lots are actually developed.
- iv. The City Council shall collect public comments submitted regarding water and sanitation information and shall make any comments submitted or a summary of

the comments submitted available to the sub-divider within 30 days after conditional approval or approval of the subdivision application and preliminary plat.

- v. The sub-divider shall, as part of the sub-divider's application for sanitation approval, forward the comments or the summary provided by the Harlem City Council to the:
 - A. reviewing authority provided in Montana Code Annotated, Title 76, chapter 4, for subdivisions that will create one or more parcels containing less than 20 acres; and
 - B. local health department or board of health for proposed subdivisions that will create one or more parcels containing 20 acres or more and less than 160 acres.

e. Documentation of Decision of the Harlem City Council:

- i. In rendering its decision to approve, conditionally approve, or deny the proposed subdivision, the City Council shall issue written findings of fact that discuss and weigh the proposed subdivision's compliance with the preceding subsections.
- ii. When the City Council approve, deny, or conditionally approve the proposed subdivision, they shall send the sub-divider a letter, with the appropriate signature, and make the letter available to the public. The letter shall:
 - A. contain information regarding the appeal process for the denial or imposition of conditions;
 - B. identify the regulations and statutes that are used in reaching the decision to approve, deny, or impose conditions and explain how they apply to the decision;
 - C. provide the facts and conclusions that the City Council relied upon in making its decision and reference documents, testimony, or other materials that form the basis of the decision; and
 - D. provide the conditions that apply to the preliminary plat approval and that must be satisfied before the final plat may be approved.
 - E. set forth the time limit for approval, pursuant to subsection (f) below.

f. Subdivision Application and Preliminary Plat Approval Period

- i. Upon approval or conditional approval of the preliminary plat, the City Council shall provide the sub-divider with a dated and signed statement of approval. The approval shall be in force for no more than three calendar years.
 - A. At least 30 days prior to the expiration of the preliminary plat approval, the City Council may, at their discretion and at the written request of the sub-divider, extend their approval for a period of one additional year.

- B. The Council may extend the approval for more than one year if a longer approval period is included as a specific condition of a written Subdivision Improvements Agreement between the City and the sub-divider, provided for in Section II-B-4.
- ii. After the application and preliminary plat are approved, the City Council may not impose any additional conditions as a prerequisite to final plat approval unless the preliminary plat approval expires, at which time a new application shall be required.
- iii. The City Council may withdraw approval or conditional approval of an application and preliminary plat if they determine that information provided by the sub-divider, and upon which the approval or conditional approval was based, is inaccurate, misleading or incomplete.

IV-A-9. Amended Applications

- a. If the sub-divider changes the subdivision application or preliminary plat after the Board makes a determination of sufficiency pursuant to section II-A-6 but before the City Planning Board hearing, the sub-divider shall submit the amended application to the Board for review.
 - i. Within 5 working days of receiving the amended application or preliminary plat, the Board shall determine whether the changes to the subdivision application or preliminary plat are material, pursuant to subsection (d) below.
 - ii. The 60-working day review period is suspended while the Board considers whether the changes to the subdivision application or preliminary plat are material.
 - iii. If the Board determines the changes are not material, the 60-working day review period resumes when he mails notice of the decision to the sub-divider.
 - iv. If the Board determines the changes are material, he shall either require the sub-divider to schedule a new pre-application meeting and resubmit the application as a new subdivision application or proceed with the 60-working day review period upon certification from the Board that the application is sufficient for review.
- b. If the sub-divider changes the subdivision application or preliminary plat after the City Planning Board hearing but before the City Council hearing, the sub-divider shall submit the amended application or preliminary plat to the City Planning Board for review.
 - i. Within 5 working days of receiving the amended application or preliminary plat, the subdivision administrator shall determine whether the changes to the subdivision application or preliminary plat are material pursuant to subsection (d) below.
 - ii. The 60-working day review period is suspended while the subdivision administrator considers whether the changes to the subdivision application or preliminary plat are material.

- iii. If the subdivision administrator determines the changes are not material, the 60-working day review period resumes when the subdivision administrator mails notice of the decision to the sub-divider.
- iv. If the Board determines the changes are material, he shall either:
 - A. require the sub-divider to begin the subdivision review process again, starting with the pre-application meeting, and require payment of a new application fee; or
 - B. schedule a new City Planning Board hearing to take comment on the amended application or preliminary plat. Notice of the Board's determination to schedule a new planning board hearing shall be provided as set forth in section IV-A-3. A supplemental staff report shall be prepared to address the changes to the original application
- v. If a new City Planning Board hearing is held pursuant to subsection (b)(iv)(B) above, the 60-working day review period is suspended for the time period between notice of the Board's determination and 10 working days after the date of the second City Planning Board hearing.
- c. By making changes to a pending subdivision application or preliminary plat, the sub-divider consents to suspension of the review period as provided in subsections (a)(ii) and (b)(ii).
- d. The following changes, although not an exhaustive list, may be considered material:
 - i. configuration or number of lots;
 - ii. road layout;
 - iii. water and/or septic proposals;
 - iv. configuration of park land and/or open spaces;
 - v. easement provisions; and
 - vi. designated access.
- e. A sub-divider whose subdivision application or preliminary plat has been deemed materially changed by the City Planning Board may appeal the decision to the Harlem City Council by written notice within 10 working days. The sub-divider may request a hearing, and may submit additional evidence to show that the changes to the preliminary plat are not material.
 - i. The 60-working day review period is suspended until the Council decision on the appeal is made.
 - ii. If the Council concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are material, they shall determine whether the subdivision application should be resubmitted or

scheduled for rehearing in front of the planning board pursuant to subsections (b)(iv)(A) or (B).

- iii. If the Council concludes that the evidence and information demonstrate that the changes to the subdivision application or preliminary plat are not material, the 60-working day review period resumes as of the date of the decision.
- iv. By appealing the decision of the City Planning Board, the sub-divider agrees to suspension of the 60-working day review period provided in subsection (i) above.

IV-B. Major Final Plats

The final plat must have the contents, and be submitted and reviewed in accordance with the appropriate requirements contained in Section II-B, Final Plats.

V. DIVISIONS OF LAND EXEMPT FROM SUBDIVISION REVIEW⁴

V-A. Purpose

The MSPA provides that certain divisions of land, which would otherwise constitute subdivisions, are exempt from local subdivision review and approval, unless the use of the exemption is an attempt to evade the MSPA. The exemptions are found in Part 2 of Title 76, Chapter 3. These regulations address the more commonly used exemptions.

V-B. General Criteria to Determine Whether a Proposal is an Attempt to Evade the MSPA

The Harlem City Council and their agents, when determining whether an exemption is claimed for the purpose of evading the MSPA, shall consider all of the surrounding circumstances. These circumstances include the nature of the claimant’s business, the prior history of the particular tract in question, the proposed configuration of the tracts if the proposed exempt transaction is completed and any pattern of exempt transactions that will result in the equivalent of a subdivision without local government review.

V-C. Divisions of Land Entirely Exempt from the Requirements of These Regulations and the Montana Subdivision and Platting Act [76-3-201, MCA]

The governing body will examine the divisions of land set forth in this section to determine whether or not the requirements of the MSPA and these regulations apply to the division. The fee for this examination is set forth in Section XI-A. The requirements of these regulations and the MSPA do not apply unless the method of disposition is adopted for the purpose of evading these regulations or the MSPA, or as otherwise specifically provided, when:

- a. A division of land is created by order of any court of record in this state or by operation of law or that, in the absence of agreement between the parties to the sale, could be created by an order of any court in the state pursuant to the law of eminent domain, Title 70, Chapter 30. Before a court of record orders a division of land, the court shall notify the Harlem City Council of the pending division and allow the City to present written comments on the subdivision.
- b. A division of land is created to provide security for mortgages, liens, or trust indentures for the purpose of construction, improvements to the land being divided, or refinancing purposes.
 - i. This Exemption Applies:
 - A. to a division of land of any size;

- B. if the land that is divided is only conveyed to the financial or lending institution to which the mortgage, lien, or trust indenture was given, or to a purchaser upon foreclosure of the mortgage, lien, or trust indenture. A transfer of the divided land, by the owner of the property at the time the land was divided, to any party other than those identified in the preceding sentence subjects the division of land to the requirements of the MSPA and these regulations.
- C. to a parcel that is created to provide security under this subsection. The remainder of the tract of land, if applicable, is subject to the provisions of the MSPA and these regulations.

ii. Statement of Intent

Under policies by many lending institutions and federal home loan guaranty programs, a landowner who is buying a tract with financing or through a contract for deed is required to hold title to the specific site on which the residence will be built. The intended purpose of this exemption is to allow a person who is buying a tract using financing or contract for deed to segregate a smaller parcel from the tract for security for financing construction of a home on the property.

iii. Use of Exemption

This exemption is not available to simply create a parcel without review by claiming that the parcel will be used for security to finance construction of a home or other structure on the proposed lot.

This exemption may not be properly invoked unless (1) the claimant is purchasing a larger tract through financing or a contract for deed (and thus does not hold title) and (2) a lending institution requires the landowner to hold title to a small parcel of the tract because the smaller tract is required as security for a building construction loan.

iv. Required Materials

When this exemption is to be used, the landowner must submit to the City:

- A. a statement of how many interests within the original tract will be created by use of the exemption;
- B. the deed, trust indenture or mortgage for the exempted interest (which states that the interest is being created only to secure a construction mortgage, lien or trust indenture);
- C. a statement explaining who will have title to and possession of the balance of the original parcel after title to the exempted interest is conveyed; and
- D. a signed statement from a lending institution that the creation of the interest is necessary to secure a loan.

v. Rebuttable Presumptions

The use of this exemption is presumed to have been adopted for the purpose of evading the Act if:

- A. it will create more than one new building site;
 - B. the financing is not for construction or improvements on the exempted parcel, or for re-financing;
 - C. the person named in the “statement explaining who would have possession of the remainder parcel if title to the exempted parcel is conveyed” is anyone other than the borrower of funds for construction;
 - D. title to the exempted interest will not be initially obtained by the lending institution if foreclosure occurs;
 - E. there exists a prior agreement to default or a prior agreement to purchase only a portion of the original tract;
 - F. it appears that the principal reason the interest is being created is to create a building site and using the interest to secure a loan is a secondary purpose; or
 - G. the division of land is created for the purpose of conveyance to any entity other than the financial or lending institution to which the mortgage, lien or trust indenture was given or to a purchaser upon foreclosure of the mortgage, lien or trust indenture.
- c. A division of land is in a location over which the state does not have jurisdiction; or
- d. A division of land is created for public rights-of-way or public utility sites. A subsequent change in the use of the land to a residential, commercial, or industrial use is subject to the requirements of the MSPA and these regulations.
- e. A division of land created as a remainder parcel from a tract of record or designated parcel as the result of the identification and subdivision of a parcel pursuant to these rules.

V-D. Divisions of Land Which May be Exempt from Review and Surveying

- a. Generally condominiums are subject to review as subdivisions, but under certain circumstances they may be exempt from review, provided they are constructed on land divided in compliance with these regulations and the MSPA, and:
- i. The approval of the original division of land expressly contemplated the construction of the condominiums and 76-3-621, MCA, is complied with; or
 - ii. The condominium proposal is in conformance with applicable zoning regulations.

- b. Generally, subdivisions created by rent or lease are exempt from the surveying and filing requirements of the MSPA and these regulations, but must be submitted for review and approved by the Harlem City Council before portions may be rented or leased.
 - i. When the land upon which an improvement is situated has been subdivided in compliance with the MSPA, the sale, rent, lease or other conveyance of one or more parts of a building, structure, or other improvement situated on one or more parcels of land is not a division of land and is not subject to the MSPA or these regulations;
 - ii. The sale, rent, lease, or other conveyance of one or more parts of a building, structure or other improvement, whether existing or proposed, is not a division of land and is not subject to the requirements of the MSPA or these regulations.
- c. A division of land created by lease or rental of contiguous airport related land owned by a city, county, the state, or a municipal or regional airport authority is not subject to the MSPA or these regulations, provided that the lease or rental is for onsite weather or air navigation facilities, the manufacture, maintenance, and storage of aircraft, or air carrier related activities.
- d. A division of state-owned land is not subject to the MSPA or these regulations unless the division creates a second or subsequent parcel from a single tract for sale, rent, or lease for residential purposes after July 1, 1974.
- e. The MSPA and these regulations do not apply to deeds, contracts, leases, or other conveyances which were executed prior to July 1, 1974.
- f. Instruments of transfer of land which is acquired for state highways may refer by parcel and project number to state highway plans which have been recorded in compliance with 60-2-209, MCA, and are exempted from the surveying and platting requirements of the MSPA and these regulations. A survey or plat for the recordation of an instrument transferring title to a remainder that was created when the state obtained property for a highway right-of-way is not required. [44 A.G. Op. 25 (1992)]. If such parcels are not shown on highway plans of record, instruments of transfer of such parcels shall be accompanied by and refer to appropriate Certificates of Survey and plats when presented for recording.

V-E. Divisions of Land Exempt from Review but Subject to Survey Requirements and Zoning Regulations

Unless the method of disposition is adopted for the purpose of evading these regulations or the MSPA, the following divisions of land are not subdivisions under these regulations and the MSPA, but are subject to the surveying requirements of 76-3-401, MCA, and zoning regulations adopted under Title 76 chapters 2 or 3. A division of land may not be made under this section unless the County Treasurer has certified that all real property taxes and special assessments assessed and levied on the land to be divided have been paid. The Clerk and Recorder shall notify the subdivision administrator if a land division described in this section or 76-3-207(1), MCA, is submitted to the Clerk and Recorder prior to the survey being submitted to the subdivision administrator for evasion review.

V-E-1. Relocation of Common Boundaries Involving Platted Subdivisions [76-3-207 (1)(d), (e) and (2)(a), MCA]

a. Statement of Intent

- i. The MSPA allows certain revisions to subdivisions platted since July 1, 1973, which include relocation of common boundaries and the aggregation of lots for five or fewer lots within a platted subdivision or the relocation of a common boundary between a single lot in a platted subdivision and adjoining land outside a platted subdivision (but a restriction or requirement on either continues to apply), without review.
- ii. If a change is made to a platted subdivision which results in an increase in the number of lots or redesigns or rearranges six or more lots, the Harlem City Council must review and approve the amended plat and an amended plat must be filed with the Blaine County Clerk and Recorder.

b. Use of exemption⁵

Relocation of a common boundary between a single lot in a platted subdivision and adjoining land outside a platted subdivision [76-3-207(1)(e), MCA] is allowed, because no additional parcels are created. Subdivision review is not necessary because the relocation does not create any additional division of land.

c. Rebuttable presumption

- i. If the resulting lots are inconsistent with the approved subdivision and the uses in it, the use of the exemption will be presumed to have been adopted for the purpose of evading the MSPA.
- ii. If the resulting lots do not comply with existing zoning, covenants, and/or deed restrictions, the use of the exemption will be presumed to have been adopted for the purpose of evading the MSPA.

V-F. Procedures and Review of Subdivision Exemptions

V-F-1. Submittal

Any person seeking exemption from the requirements of the MSPA shall submit to the City Planning Board (1) a Certificate of Survey or, if a survey is not required, an instrument of conveyance, and (2) evidence of, and an affidavit affirming, entitlement to the claimed exemption. For purposes of 76-3-207, MCA, when a parcel of land for which an exemption from subdivision review is claimed is being conveyed under a contract-for-deed, the terms “property owner,” “landowner,” and “owner” mean the seller of the parcel under the contract-for-deed (ARM 24.183.1104)

V-F-2. Review

When a division of land for which an exemption is claimed is submitted to the City Planning Board, he shall cause the documents to be reviewed by the designated agents of the City such as, but not limited to the county attorney, sanitarian, Treasurer, and Clerk and Recorder. The City Planning Board and the City's agents, staff and employees shall review the claimed exemption to verify that it is the proper use of the claimed exemption and complies with the requirements set forth in the MSPA, the Montana Sanitation in Subdivisions Act, and these regulations.

- a. Landowners or their agents are encouraged to meet with the City Planning Board to discuss whether a proposed land division or use of an exemption is in compliance with the criteria in this Section V.
- b. The Board shall make a written determination of whether the use of the exemption is intended to evade the purposes of the MSPA, explaining the reasons for the determination.
- c. If the City Planning Board finds that the proposed use of the exemption complies with the statutes and the criteria set forth in this section, they shall notify the Harlem City Council and advise the Clerk and Recorder to file the Certificate of Survey or record the instrument of conveyance and accompanying documents. If the Board finds that the proposed use of the exemption does not comply with the statutes and the criteria in this Section V, he shall advise the Clerk and Recorder not to file or record the documents, and the materials will be returned to the landowner.
- d. The City Planning Board shall consider all of the surrounding circumstances when determining whether an exemption is claimed for the purpose of evading the MSPA. These circumstances may include but are not limited to: the nature of the claimant's business, the prior history of the particular tract in question, the proposed configuration of the tracts if the proposed exempt transaction is completed, and any pattern of exempt transactions that will result in the equivalent of a subdivision without local government review .

V-F-3. Appeals

- a. Any person whose proposed use of an exemption has been denied by the board because the proposed division of land has been deemed an attempt to evade the MSPA, and these regulations, may appeal the subdivision administrator's decision to the Harlem City Council. The person may request a hearing, and may submit additional evidence to show that the use of the exemption in question is not intended to evade the MSPA or these regulations, and, thereby rebut a presumption.
- b. If the City Council concludes that the evidence and information overcome the presumption that the exemption is being invoked to evade the MSPA or these regulations, they may authorize the use of the exemption in writing. A Certificate of Survey claiming an exemption from subdivision review, which otherwise is in proper form, and which the City Council have determined not to be an attempt to evade the MSPA or these regulations, may be filed (or an instrument of conveyance recorded) if it is accompanied by written authorization of the Harlem City Council.

- c. If the person proposing to use an exemption chooses not to rebut a presumption when the City Planning Board deems the use of the exemption an attempt to evade the MSPA and these regulations, or if the Council determines that the proposed use of an exemption was for the purpose of evading the MSPA or these regulations, the landowner proposing to use the exemption may submit a subdivision application for the proposed land division.

V-G. Remainders.

Occasionally, parcels of land are created after the rest of the land has been subdivided or after an exemption is used to divide the land. The term “remainder” is commonly used to refer that portion of an original tract which is not itself created for transfer but which is left after other parcels are segregated for transfer.

- a. To qualify as a remainder, a parcel must not have been created for the purpose of transfer and must be retained by the owner. The City Planning Board or designee shall determine during the pre-application process whether or not a proposed remainder meets this qualification, that it is not being created for the purpose of transfer. The determination shall be based upon demonstration by the sub-divider that one or more of the following criteria are met: i) the remainder parcel is 160 acres or more in size; ii) the remainder is part of a phased development in which the phasing plan has been approved by the City Council; iii) the remainder has minimal relation to the subdivision lots in regard to size, parcel, configuration, road access, common facilities or covenants. The sub-divider may submit an appeal of the determination by the Board or designee with the preliminary plat application. If an appeal is submitted, the City Council shall make the final determination as to whether or not a proposed remainder is being created for the purpose of transfer, giving consideration to the criteria noted above and all other surrounding circumstances.

A remainder does not meet the definition of a subdivision; therefore it is only subject to survey if it cannot be described as a 1/32 or larger aliquot part of a U.S. Government section or U.S. Government lot. (See 76-3-103(15) and 76-3-401 MCA)

- b. Prior to the transfer of an un-surveyed remainder parcel to another party, it shall be surveyed and the survey filed with the Clerk and Recorder of Blaine County, unless it can be described as a 1/32 or larger aliquot part of a U.S. Government section or a U.S. Government lot (76-3-401 MCA)

Neither a subdivision nor the use on an exemption can create more than one remainder, nor can a remainder be used in conjunction with a five lot minor subdivision.

A landowner claiming that a parcel is a “remainder” shall present evidence that the parcel is in fact intended to be retained and not to be transferred. Examples of such evidence include the existence of the landowner’s residence on the parcel or building plans for a structure to be built by or for the landowner.

V-H. Identification Codes

To assist in the implementation of this review process and to monitor those parcels by exemption the Blaine County Clerk and Recorder may cause the following identification codes to be added to the numbering of recorded Certificates of Survey filed after the effective date of these regulations.

- CO ... Court order [76-3-201(1)(a), MCA]
- ME ... Mortgage Exemption [76-3-201(1)(b), MCA]
- LE ... Life Estate [76-3-201(1)(e), MCA]
- RB ... Relocation of Common Boundary [76-3-207(1)(a), MCA]
- FC ... Family Conveyance [76-3-207(1)(b), MCA]
- AE ... Agricultural Exemption [76-3-207(1)(c), MCA]
- OS ... Occasional Sale (used prior to April 6, 1993)
- AL ... Aggregation of Lots [76-3-207(e), MCA]

VI. DESIGN AND IMPROVEMENT STANDARDS

All subdivisions approved by the governing body must comply with the provisions of this section, except where granted a variance pursuant to Section XI-B, Variances. The Harlem City Council may not grant variances from the provisions of Section VI-D, Floodplain Provisions. For subdivisions created by rent or lease, planned unit developments, and condominiums, refer to sections VII, VIII, and IX of these regulations.

VI-A. Conformance with Regulations

The design and development of a subdivision must conform to any applicable zoning or other regulations.

VI-B. Natural Environment

The design and development of subdivisions must provide satisfactory building sites, which are properly related to topography, and should, to the extent possible, preserve the natural terrain, natural drainage, existing topsoil, trees and other existing vegetation.

VI-C. Lands Unsuitable for Subdivision

Land that the Harlem City Council determines is unsuitable for subdivision because of natural or human caused hazards may not be subdivided for building or residential purposes unless the hazards are eliminated or will be overcome by approved design and construction techniques.

VI-D. Floodplain Provisions

Land located in the floodway of a 100-year flood event as defined by Title 76, Chapter 5, MCA, or other land designated by the City Council to be subject to flooding may not be subdivided for building or residential purposes or other uses that may increase or aggravate flood hazards to life, health or welfare, or that may be prohibited by state or local floodplain or floodway regulations.

If any portion of a proposed subdivision is within 2,000 horizontal feet and 20 vertical feet of a live stream draining an area of 25 square miles or more, and no official floodway delineation or floodway studies of the stream have been made, the sub-divider shall provide in detail to the Floodplain Management Section of the Water Resources Division of the Montana Department of Natural Resources and Conservation (DNRC), a flood hazard evaluation, including the calculated 100 year frequency water surface elevations and the 100 year floodplain boundaries. This detailed evaluation must be performed by a licensed professional engineer experienced in this field of work. The evaluation must follow the “guidelines for obtaining 100-year flood elevations in Approximate Zone A or unmapped areas” which may be found at the following website: www.mtfloods.org.

The sub-divider shall be responsible for assuring the DNRC submits its report to the Planner prior to the hearing or meeting on the subdivision application.

The above requirement is waived if the sub-divider contacts the Water Resources Division and that agency states in writing that available data indicate that the proposed subdivision is not in a flood hazard area. However, the DNRC may require additional information following the above guidelines to ensure there are no flood hazards.

VI-E. Improvement Design

Engineering and survey plans, specifications, and reports required in connection with public improvements and other elements of the subdivision required by the City Council must be prepared by a professional engineer or a professional land surveyor as their respective licensing laws allow in accordance with the MSPA and these regulations.

VI-F. Lots

Each lot must contain a satisfactory building site and conform to health department regulations, applicable zoning regulations and these regulations.

- a. No lot may be divided by a municipal boundary line.
- b. No lot may be divided by a public road, alley or utility right-of-way or easement.
- c. Each lot must abut and have access to a public or private street or road. Alleys may not be used to provide the primary access to a lot.
- d. Corner lots must have driveway access to the same street or road that provides access to interior lots.
- e. Corner lots must be designed to provide acceptable sight distances for safe vehicular movement.
- f. No lot may have an average depth greater than three times its average width.
- g. Side lot lines must be at substantially right angles to street or road lines and radial to curved street or road lines.
- h. Through lots are prohibited except when they are essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography or orientation.

VI-G. Blocks

- a. Blocks must be designed to assure traffic safety and ease of traffic control and circulation, to accommodate the special needs of the use contemplated, and to take advantage of the limitations and opportunities of the topography.
- b. Unless impractical, block length must not be more than 1,600 feet.
- c. Blocks must be wide enough to allow for two tiers of lots unless a narrower configuration is essential to provide separation of residential development from traffic arteries, or to overcome specific disadvantages of topography and orientation, or unless the governing body approves a design consisting of irregularly shaped blocks indented by cul-de-sacs.
- d. Rights-of-way for adequate and safe pedestrian access, at least 10 feet wide, must be provided where deemed essential to provide circulation to schools, playgrounds, shopping, transportation, and other community facilities.

VI-H. Streets and Roads

a. Design

- i. The arrangement, type, extent, width, grade, and location of all streets must be considered in their relation to existing and planned streets, topographical conditions, public convenience and safety, and the proposed uses of the land to be served by them.
- ii. Roads must meet the design specifications in Table 1.
- iii. Where streets terminate, either a cul-de-sac or “T” turnaround must be provided at the terminus. Cul-de-sacs and “T” turnarounds must conform to the design specifications in Table 1.
- iv. All streets must either be dedicated to the public or be private streets to be owned and maintained by an approved property owners’ association.
- v. Residential driveways must not have direct access to primary highways. Any vehicular access onto a state highway must be approved by the Montana Department of Transportation.
- vi. Local streets must be designed so as to discourage through traffic.
- vii. Whenever a subdivision abuts or contains an existing or proposed arterial highway or major thoroughfare, the governing body may require frontage roads or other treatment as may be necessary to adequately protect residential properties and to separate arterial and local traffic.
- viii. Half streets are prohibited except when they are essential to the development of the subdivision and when the governing body is satisfied that the other half of the street will be dedicated to the public when the adjoining property is subdivided. When an existing half street is adjacent to a tract to be subdivided, the other half of the street must be platted within the new subdivision.
- ix. The alignment of all streets and roads must provide adequate sight distances.
- x. Intersections. The following requirements apply to intersections:
 - A. streets must intersect at 90 degree angles except when topography prohibits this alignment. In no case may the angle of an intersection be less than 60 degrees to the center line of the roadway being intersected.
 - B. two streets meeting a third street from opposite sides must be offset at least 125 feet for local roads and 300 feet for arterials or collectors.
 - C. no more than two streets may intersect at one point.
 - D. intersections of local streets with major arterials or highways must be avoided.

- E. intersections must be designed to provide adequate visibility for traffic safety based on the designed operating speeds of the intersecting roadways.
- F. hilltop intersections are prohibited, unless no alternatives exist. Intersections on local roads within 100 feet of a hilltop are prohibited. Intersections on arterial and collector roads within 200 feet of a hilltop are prohibited. If no alternative to a hilltop intersection exists, additional traffic control devices will be required.
- G. the grade of approaches to major highways may not exceed five percent.
- xi. Names of new streets or roads aligned with existing streets must be the same as those of the existing streets. Proposed street names may not duplicate or cause confusion with existing street names.
- xii. Proposed road plans and profiles as required by Section II-A-5 are subject to approval by the Public Works director or Road Department Superintendent.

b. Improvements

- i. All roadway improvements including pavement, curbs, gutters, sidewalks, and drainage must be constructed in accordance with the specifications and standards prescribed in these regulations using materials approved by the Harlem City Council in consultation with and upon the advice of the Harlem Street Supervisor.
- ii. Roadway sub-grades must be free of topsoil, sod, vegetation or organic matter, soft clay, and other substandard materials. Sub-grades must be properly rolled, shaped, and compacted, and must be approved by the street supervisor and City Council.
- iii. Streets and roads must be designed to ensure proper drainage. This may require surface crowning, culverts, curbs and gutters, drainage swales and storm drains.
- iv. Where access from a public road to the subdivision will cross properties not owned by the sub-divider, the sub-divider must obtain proper easements of sufficient width to satisfy the requirements of Table 1.

Easements must be granted by each property owner in a signed and notarized document. (Note: Administrative Materials Section E contains a model road access easement).

The location of any road easement must be shown on the plat or on a supplemental map. The existence of easements must be noted on the face of the final plat and on any deeds or other instruments conveying lots within the subdivision.

- v. Existing trees and other vegetation must be preserved whenever appropriate. Plantings may be required for buffering, screening, or prevention of soil erosion and are subject to approval by the governing body.
- vi. Street lights will be required in subdivisions proposed within or adjacent to areas with existing street lighting. Street lighting may be required in other areas when necessary to protect public safety.
- vii. Street or road signs and traffic control devices of the size, shape, and height approved by the governing body must be placed at all intersections. Traffic control devices must conform to the standards contained in the *Manual on Uniform Control Devices* available from the Montana Department of Transportation.
- viii. When required by the United States Postal Service, the developer must provide an off-street area for mail delivery.

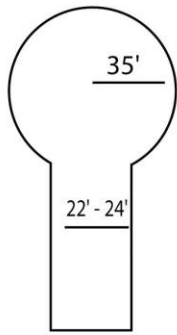
TABLE 1: Road Design Standards for Subdivisions
Minimum Design Standards

	<u>Minor Collector</u>	<u>Local Road</u>
1. Minimum right-of-way width	60 ft.	
a. level terrain		50 ft.
b. hilly terrain		60 ft.
2. Minimum roadway width ¹	26 ft.	24 ft.
3. Minimum curb radius or edge of pavement at intersections	25 ft.	15 ft.
4. Maximum grades	8%	10%
5. Approaches onto Public Roads		
a. minimum sight distance	200 ft.	150 ft.
b. minimum width	35 ft.	30 ft.
c. maximum grade for 20'	5%	5%
6. Curvature ²		
a. design speed	30 mph	20 mph
b. maximum curve	23	53.5
c. minimum radius	249 ft.	107 ft.
7. Cul-de-sacs/Turnarounds		
a. maximum road length	-	1000 ft.
b. cul-de-sac: minimum outside right-of-way radius	-	40 ft.
c. cul-de-sac: minimum outside roadway radius	-	35 ft.
d. "T" turnaround: backup lengths (2 required)	-	30 ft. each
8. New bridges ³		
a. curb-to-curb widths	26 ft.	24 ft.
b. design load capacity	20 tons	20 tons
c. vertical clearance	4.5 ft.	14.5ft.

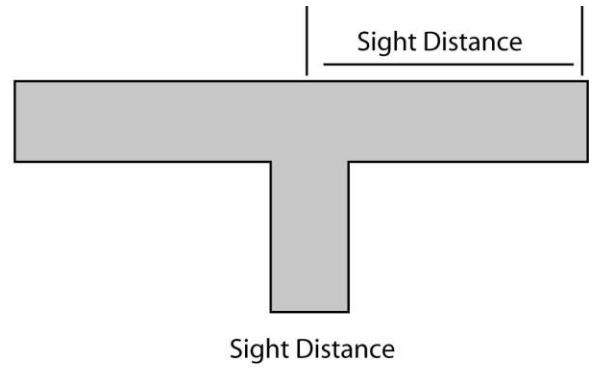
¹ Where parking will be permitted add eight feet on each side. If guardrail installation is required or a shoulder is desired, add two feet to each side of roadway.

² Curvature is based on a super-elevation of .08/ft.

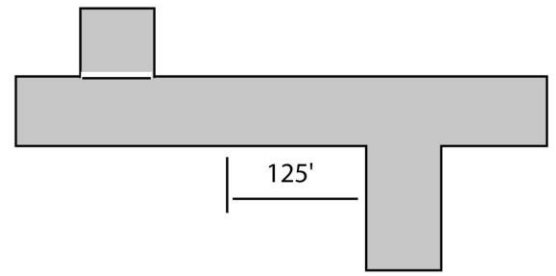
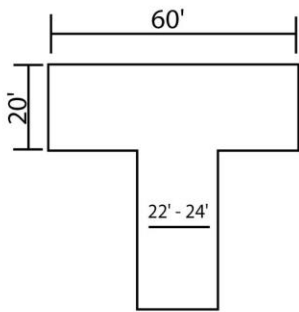
³ Width of the bridge roadway surface should match the width of the roadway system it joins.



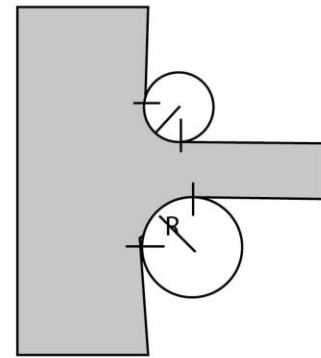
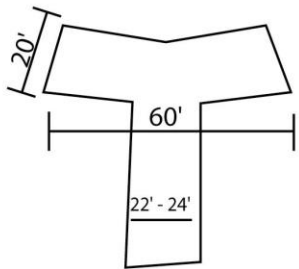
Cul-de-sac



Sight Distance



Intersection Offset



Curb Radius

VI-I. Drainage Facilities

- a. The drainage system and facilities required for any surface run-off affecting the subdivision are subject to approval by the City Council. Subdivisions containing lots less than 20 acres in size must also be reviewed and approved under Title 76, Chapter 4, MCA, by the DEQ.
- b. A grading and drainage plan as required by Section II-A-5(6) is subject to approval by the Road Department Superintendent.
- c. Curbs and gutters or swales will be required based on the character of the area, density of development, and nature of adjoining properties. Curbs and gutters of adjoining properties must be extended in conformance with current specifications of local and state authorities.
- d. Culverts and bridges of adequate size must be provided and installed by the subdivider where drainage channels intersect any street or road right-of-way or easement. All culverts and bridges must be constructed and installed according to applicable local and state standards. Culverts and other drainage facilities must be large enough to accommodate potential run-off from upstream drainage areas.
- e. The sub-divider must provide suitable drainage facilities for any surface run-off affecting the subdivision. These facilities must be located in street rights-of-way or in perpetual easements of appropriate widths.
- f. Drainage systems must not discharge into any sanitary sewer facility.
- g. Drainage systems must be designed and certified by a professional engineer.
- h. The governing body may require the sub-divider to grant easements to prevent encroachment or disruption of drainage-ways or facilities. Drainage easements must be shown on the plat and a signed statement granting the easements must appear on the plat.

VI-J. Water Supply Systems

- a. For subdivisions that will create one or more parcels containing less than 20 acres, the proposed method of supplying domestic water to each lot in the subdivision must comply with the design standards adopted by the Montana DEQ and contained in the Administrative Rules of Montana (ARM) 17.36.301, 17.36.302, 17.36.303, and 17.36.305. By this reference these DEQ standards are incorporated into and made a part of these regulations. Unless defined elsewhere in these regulations, the terms used in these standards will have the meanings assigned to them in ARM 17.36.101 and future amendments and additions thereto.
- b. The City Council may not approve the final plat of a subdivision containing lots of less than 20 acres in size, unless the subdivision has been approved by DEQ or other authorized reviewing authority under the Sanitation in Subdivisions Act, sections 76-4-101 *et seq.*, MCA.

- c. Any central water supply system must provide adequate and accessible water for fire protection.

VI-K. Sewage Treatment Systems

- a. For subdivisions that will create one or more parcels containing less than 20 acres, the proposed method of disposing of sewage from each lot in the subdivision must comply with the design standards adopted by the DEQ and contained in the Administrative Rules of Montana (ARM) 17.36.301, 17.36.302, 17.36.312, and 17.36.320 through 17.36.326. By this reference these DEQ standards are incorporated into and made a part of these regulations. Unless defined elsewhere in these regulations, the terms used in these standards will have the meanings assigned to them in ARM 17.36.101.
- b. For subdivisions that will create one or more parcels containing less than 20 acres, the subdivision must have been approved by DEQ or other authorized reviewing authority under the Sanitation in Subdivisions Act, sections 76-4-101 *et seq.*, MCA before the governing body can approve the final plat.
- c. For subdivisions containing parcels containing 20 acres or more, the subdivider shall have demonstrated that there is an adequate water source and at least one area for a septic system and a replacement drain field for each lot before the governing body may approve the final plat.

VI-L. Solid Waste

- a. For subdivisions that will create one or more parcels containing less than 20 acres, the proposed method of must comply with the standards adopted by the DEQ and contained in the Administrative Rules of Montana (ARM) 17.36.309. By this reference this DEQ standard is incorporated into and made a part of these regulations. Unless defined elsewhere in these regulations, the terms used in these standards will have the meanings assigned to them in ARM 17.36.101.
- c. Before the City Council approve the final plat of a subdivision containing lots of less than 20 acres in size, the subdivision must have been approved by the DEQ or other authorized reviewing authority under the Sanitation in Subdivisions Act sections 76-4-101, *et seq.*, MCA.
- c. For subdivisions that will create one or more parcels containing 20 acres or more and less than 160 acres, the proposed method of storing and disposing of solid waste generated within the subdivision in the subdivision must comply with the local environmental health department regulations.

VI-M. Utilities

- a. The sub-divider must provide adequate and appropriate easements for the construction and maintenance of utilities within the subdivision. The sub-divider must obtain any easements necessary to extend utilities to the subdivision.
- b. Where practical, overhead utility lines must be located at the rear property line. If possible and practicable, utilities shall be placed underground.

- c. Utility facilities must be designed by utility firms in cooperation with the sub-divider. These facilities are subject to all applicable laws, rules, and regulations of any appropriate regulatory authorities.
- d. Utility easements located between adjoining lots must be centered on lot lines. If easements are placed in the street, they must be located between the roadway and the right-of-way line.
- e. Utility easements must be 15 feet wide unless otherwise specified by a utility company or City Council.
- f. When a utility is to be located in an existing, dedicated right-of-way, a notice of utility occupancy must be obtained from the City or local or state highway department.
- g. In addition to showing the location of utility easements on the plat with dashed lines, the following statement must appear on the final plat:

“The undersigned hereby grants unto each and every person, firm, or corporation, whether public or private, providing or offering to provide telephone, telegraph, electric power, gas, cable television, internet, water or sewer service to the public, the right to the joint use of an easement for the construction, maintenance, repair and removal of their lines and other facilities, in, over, under and across each area designated on this plat as ‘Utility Easement’ to have and to hold forever.”

VI-N. Water Course and Irrigation Easements

- a. Except as noted in subsection (b), below, the sub-divider shall establish within the subdivision ditch easements that:
 - i. are in locations of appropriate topographic characteristics and sufficient width to allow the physical placement and unobstructed maintenance of open ditches or below ground pipelines for the delivery of water for irrigation to persons and land legally entitled to the water under an appropriated water right or permit of an irrigation district or other private or public entity formed to provide for the use of the water right on the subdivision lots;
 - ii. are a sufficient distance from the centerline of the ditch to allow for construction, repair, maintenance, and inspection of the ditch; and
 - iii. prohibit the placement of structures or the planting of vegetation other than grass within the ditch easement without the written permission of the ditch owner.
- b. The sub-divider need not establish irrigation easements as provided above if:
 - i. the average lot size in the proposed subdivision will be one acre or less and the sub-divider provides for disclosure, in a manner acceptable to the City Council, notifying potential buyers that lots within the subdivision are classified as irrigated land and may continue to be assessed for irrigation water delivery even though the water may not be deliverable to the lots; or

- ii. the water rights have been removed from the land within the subdivision or the process has been initiated to remove the water rights from the subdivided land; and
 - iii. the fact the water rights have been or will be removed from the land within the subdivision is denoted on the preliminary plat. If the removal of water rights has not been completed at the time the final plat is filed, the sub-divider shall provide written notification to prospective buyers of the sub-divider's intention to remove the water right and shall document that intent, when applicable, in agreements and legal documents for related sales transactions.
- c. The sub-divider shall, unless otherwise provided under separate written agreement or filed easement, show on the preliminary and final plat, and file and record with the Blaine County Clerk and Recorder, ditch easements for the unobstructed use and maintenance of existing water delivery ditches, pipelines, and facilities in the proposed subdivision that are necessary to convey water through the subdivision to lands adjacent to or beyond the subdivision boundaries in quantities and in a manner that are consistent with historic and legal rights. A minimum width of 10 feet is required on each side of irrigation canals and ditches for maintenance purposes.

VI-O. Disposition of Water Rights

If a subdivision will create lots averaging less than five acres in size, the sub-divider shall submit evidence with the final plat that the sub-divider has:

- a. reserved all or a portion of the appropriation water rights owned by the owner of the land to be subdivided and transfer these water rights to a single entity for use by landowners within the subdivision who have a legal right to the water and reserved and severed any remaining surface water rights from the land;
- b. if the land to be subdivided is subject to a contract or interest in a public or private entity formed to provide for the use of a water right on the subdivision lots, established a landowner's water use agreement administered through a single entity. This agreement must specify how the water rights will be administered and describe the rights and responsibilities of landowners within the subdivision who have a legal right and access to the water; or
- c. reserved and severed all surface water rights from the land proposed for subdivision.

VI-P. Park Land Dedication – Cash in Lieu – Waivers -- Administration

- a. Except as provided below, the final plat of a residential subdivision must show that the sub-divider has dedicated to the governing body a cash or land donation equal to:
 - i. 11% of the area of the land proposed to be subdivided into parcels of one-half acre or smaller;
 - ii. 7.5% of the area of the land proposed to be subdivided into parcels larger than one-half acre and not larger than one acre;

- iii. 5% of the area of the land proposed to be subdivided into parcels larger than one acre and not larger than three acres; and
 - iv. 2.5% of the area of the land proposed to be subdivided into parcels larger than three acres and not larger than five acres.
 - b. A park dedication is not required for:
 - i. minor subdivisions;
 - ii. subdivision lots larger than five acres;
 - iii. nonresidential subdivision lots;
 - iv. subdivisions in which parcels of land will not be created, other than subdivisions that will provide permanent multiple spaces for recreational camping vehicles, mobile homes, or condominiums; or
 - v. subdivisions which will create only one additional parcel.
 - c. The City Council in consultation with the sub-divider and the planning board or park board that has jurisdiction, may determine suitable locations for parks and playgrounds and, giving due weight and consideration to the expressed preference of the sub-divider, may determine whether the park dedication must be a land donation, cash donation, or a combination of both. When a combination of land donation and cash donation is required, the cash donation may not exceed the proportional amount not covered by the land donation. The land dedicated for park use may be inside or outside the boundaries of the proposed subdivision.
 - d. The City, through the Council, will waive the park dedication requirement if it determines that:
 - i.
 - A. the preliminary plat provides for a planned unit development or other development with land permanently set aside for park and recreational uses sufficient to meet the needs of the persons who will ultimately reside in the development; and
 - B. the area of the land and any improvements set aside for park and recreational purposes equals or exceeds the area of the dedication required under subsection VI-P;
 - ii.
 - A. the proposed subdivision will provide for the long-term protection of critical wildlife habitat; cultural, historical, or natural resources; agricultural interests; or aesthetic values; and
 - B. the provision of this long-term protection will result in the reduction of the area of the land proposed to be subdivided by an amount equal to or exceeding the area that would have had to be dedicated under subsection VI-P(a) above;

- iii. the area of the land proposed to be subdivided, by virtue of a combination of the provisions of subsections (d)(i) and (ii) above, is reduced by an amount equal to or exceeding the area of the dedication required under subsection VI-P(a); or
- iv. A. the sub-divider provides for land outside of the subdivision to be set aside for park and recreational uses sufficient to meet the needs of the persons who will ultimately reside in the subdivision; and
 - B. the area of the land and any improvements set aside for park and recreational uses equals or exceeds the area of dedication required under subsection VI-A-16(a).
- e. The local governing body may waive the park dedication requirement if:
 - i. the sub-divider provides land outside the subdivision that affords long-term protections of critical wildlife habitat, cultural, historical, or natural resources, agricultural interests, or aesthetic values; and
 - ii. The area of land to be subject to long-term protection, as provided in subsection (e)(i), equals or exceeds the area of dedication required under subsection VI-P(a).
- f. Subject to the approval of the City Council and acceptance by the school district trustees, a sub-divider may dedicate a land donation provided under subsection VI-P (a) to a school district, adequate to be used for school facilities or buildings.
- g. The City Council will administer funds dedicated to the public under this section in accordance with 76-3-621, MCA.
- h. For the purposes of this park dedication requirement:
 - i. “cash donation” means the fair market value of the unsubdivided, unimproved land; and

“dwelling unit” means a residential structure in which a person or persons reside.

VI-Q. Fire Protection

All subdivisions must be planned, designed, constructed, and maintained so as to minimize the risk of fire and to permit the effective and efficient suppression of fires in order to protect persons, property, and forested areas. Measures must include:

- a. The placement of structures so as to minimize the potential for flame spread and to permit adequate access for fire fighting equipment.
- b. The presence of adequate fire fighting facilities on site, including an adequate water supply and water distribution system.
- c. The availability, through a fire protection district or other means, of fire protection services adequate to respond to fires that may occur within a subdivision.

VI-R. Noxious Weeds

A weed control plan shall be developed and implemented for every new subdivision. An agreement with the Blaine County Weed Control Board shall be signed and notarized by the subdivider, and the agreement must be recorded with the final plat.

VII. AREAS THAT WILL PROVIDE MULTIPLE SPACES FOR RECREATIONAL CAMPING VEHICLES OR MOBILE HOMES - LAND SUBDIVISIONS CREATED BY RENT OR LEASE

VII-A. Definition

A subdivision created by rent or lease, including a mobile home/manufactured home or recreational vehicle park, is any tract of land divided by renting or leasing portions of it. The land is owned, however, as one parcel under single ownership (which can include a number of persons owning property in common). Plans, not plats, are submitted to the City Planning Board for review. The plan shows spaces, not lots. The plan must comply with applicable zoning.

VII-B. Subdivisions That Will Provide Multiple Spaces for Recreational Camping Vehicles or Mobile/Manufactured Homes

a. Recreational Camping Vehicles

Developments which are subject to subdivision review because they will provide two or more spaces for recreational camping vehicles will be reviewed under section VII-F Recreational Vehicle Park Standards, below.

b. Mobile/Manufactured Homes

Developments which are subject to subdivision review because they will provide two or more spaces for mobile/manufactured homes will be reviewed under section VII-E Mobile/Manufactured Home Park Standards, below.

c. Subdivisions for Lease or Rent, Generally

- i. Land subdivision created by rent or lease will be reviewed under the procedures described in Section IV, Major Subdivisions, or Section III, Minor Subdivisions, as may be appropriate, except that the sub-divider shall submit an un-surveyed final plan drawn to scale, rather than a final plat, following the Final Plat procedure in Section II.
- ii. Land subdivisions created by rent or lease are subject to the applicable standards contained in Section VI.

VII-C. Procedures for Review

VII-C-1. Review and Approval

Subdivisions which will provide multiple spaces for recreational camping vehicles or mobile homes and subdivisions created for rent or lease are exempt from the surveying and filing requirements of the MSPA. However, these subdivisions must be submitted for review and approved by the City Council before portions of the subdivision may be rented or leased.

a. Submittal

The sub-divider shall submit a completed application in accordance with Section II-A-5 and a plan of the proposed development, conforming to the requirements for preliminary plats.

b. Review

The procedure used to review subdivisions for rent or lease will depend on the number of spaces within the proposed subdivision. Proposed subdivisions containing six or more spaces must be reviewed pursuant to Section IV of these regulations. Proposed subdivisions containing five or fewer spaces must be reviewed pursuant to Section III of these regulations. The sub-divider shall submit to the City Planning Board the preliminary plans, profiles, tentative grades, and specifications for proposed improvements. The plan must show the space layout and the proposed location of the mobile home, recreational vehicle, or other unit on the land included in the plan.

VII-C-2. Improvements

The sub-divider shall install all required improvements before renting or leasing any portion of the subdivision. The City or its agents, including the County Sanitarian, will inspect all required improvements in order to assure conformance with the approved construction plans and specifications.

VII-C-3. Final Plan Review

In lieu of filing a final plat, the sub-divider shall submit a final plan to the Board, complying with the requirements of Final Plats in Section II. The final plan will be reviewed to assure that it conforms to the approved preliminary plan. The approved plan shall be maintained in Offices of the Blaine County Clerk and Recorder and the City Planning Board.

VII-C-4. DPHHS License

If a subdivision that will provide multiple spaces for recreational camping vehicles or mobile homes is also a “trailer court,” “work camp,” “youth camp,” or “campground” as those terms are defined in section 50-52-102, MCA, the City Council will not grant final approval of the subdivision until the sub-divider obtains a license for the facility from the Montana Department of Public Health and Human Services under Title 50, Chapter 52, MCA.

VII-D. Design Standards for Subdivision Spaces Created by Rent or Lease

VII-D-1. Design Standards

Subdivisions created by rent or lease must comply with the provisions of Section VI.

VII-D-2. Additional Provisions

The City may require provision for:

- a. storage facilities on the lot or in compounds located within a reasonable distance;
- b. a central area for storage or parking of boats, trailers, or other recreational vehicles;

- c. landscaping or fencing to serve as a buffer between the development and adjacent properties;
- d. an off-street area for mail delivery; and
- e. street lighting.

VII-E. Mobile/Manufactured Home Park Standards

VII-E-1. Mobile/Manufactured Home Spaces

- a. Mobile/manufactured home spaces must be arranged to permit the safe and practical placement and removal of mobile homes.
- b. All mobile/manufactured homes must be located at least 25 feet from any property boundary line abutting upon a public street or highway right-of-way and at least 15 feet from other boundary lines of the park.
- c. The mobile/manufactured home pad must be located at least 10 feet from the street that serves it.
- d. The size of the mobile/manufactured home pad must be suitable for the general market to be served and must fit the dimensions of mobile/manufactured homes anticipated.
- e. A mobile/manufactured home pad may not occupy more than one-third (1/3) of the area of its space. The total area occupied by a mobile home and its roofed accessory buildings and structures may not exceed two-thirds (2/3) of the area of a space.
- f. The governing body may require that the mobile/manufactured home pad be improved to provide adequate support for the placement and tie-down of the mobile home.
- g. No mobile/manufactured home or its attached structures, such as awnings and carports, may be located within 20 feet of any other mobile home or its attached structures.
- h. No detached structure, such as a storage shed, may be located within five feet of any mobile/manufactured home or its attached structures.
- i. A minimum of two off-street parking spaces must be provided on or adjacent to each mobile/manufactured home space. The driveway must be located to allow for convenient access to the mobile/manufactured home, and be a minimum of 10 feet wide.
- j. One guest parking space must be provided for each 10 mobile/manufactured home spaces. Group parking may be provided.
- k. The limits of each mobile/manufactured home space must be clearly marked on the ground by permanent flush stakes, markers or other suitable means. Location of space limits on the ground must be approximately the same as those shown on the approved plans. Precise engineering of space limits is not required either on the plans or on the ground.

1. Each mobile/manufactured home must be skirted within 30 days after it is moved to a space within the mobile/manufactured home park. The skirting must be of a fire-resistant material similar to that of the mobile/manufactured home exterior.

VII-E-2. Streets

Streets within a mobile/manufactured home park must meet the standards specified in Section VI-H Streets and Roads. Streets must be designed to allow safe placement and removal of mobile homes.

- a. Streets must be designed to provide safe access to public roads.
- b. Roads within the mobile/manufactured home park must be designed to provide safe traffic circulation and parking.
- c. One-way roads must be at least 15 feet wide; two-way roads must be at least 24 feet wide.

VII-E-3. Electrical Systems

Electrical systems must be designed and installed in accordance with the applicable codes adopted by the authority having jurisdiction. Where the state or other political subdivision does not assume jurisdiction, such installations must be designed and constructed in accordance with the applicable state electrical standards.

VII-E-4. Gas Systems

- a. Gas equipment and installations must be designed and constructed in accordance with the applicable codes adopted by the authority having jurisdiction. Where the state or other political subdivision does not assume jurisdiction, such installation must be designed and constructed in accordance with the applicable provisions of the “National Fuel Gas Code” (NFPA Pamphlet 54-1981) and the “Standard for the Storage and Handling of Liquefied Petroleum Gases” (NFPA Pamphlet 58-1981).
- b. A readily accessible and identified shutoff valve controlling the flow of gas to the entire gas piping system must be installed near to the point of connection of the liquefied petroleum gas container.
- c. Each mobile/manufactured home lot must have an accessible, listed gas shutoff installed. This valve must not be located under a mobile home. Whenever the mobile home lot gas outlet is not in use, the shutoff valve must be plugged to prevent accidental discharge.

VII-F. Recreational Vehicle Park Standards

VII-F-1. Recreational Vehicle Spaces

- a. Spaces in recreational vehicle parks must be arranged to allow for the safe movement of traffic and access to spaces.
- b. Roads within recreational vehicle parks must be designed to provide safe traffic circulation and parking.

- c. Recreational vehicles must be separated from each other and from other structures by at least 15 feet. Any accessory structures such as attached awnings must, for purposes of this separation requirement, be considered part of the recreational vehicle.
- d. No recreational vehicle space may be located less than 25 feet from any public street or highway right-of-way.

VII-F-2. Density

The density of a recreational vehicle park must not exceed 25 recreational vehicle spaces per acre of gross site area.

VIII. PLANNED UNIT DEVELOPMENTS

VIII-A. Purpose

The purpose of this section is to provide flexibility in applying certain subdivision standards, allowing the sub-divider creativity in higher density subdivision design. Section 76-3-103(10), MCA defines a planned unit development as “a land development project consisting of residential clusters, industrial parks, shopping centers or office building parks that compose a planned mixture of land uses built in a prearranged relationship to each other and having open space and community facilities in common ownership or use.”

VIII-B. Procedures

If the City Council designates a proposed development plan as a PUD, the preliminary plat may then be submitted for review. Submittal must comply with requirements and procedures contained in the following Sections:

- IV. Major Subdivisions
- II-B Applicable sections for Final Plats

VIII-C. Standards

VIII-C-1. Design Standards

PUDs must comply with the standards contained in Section VI Design and Improvement Standards. However, the City Council may modify the design and improvement standards contained in Section VI-F Lots, Section VI-G Blocks, Section VI-H Streets and Roads, and Section VI-P Park Land Dedication upon request of the sub-divider when the plan for a PUD includes provisions for efficient traffic circulation, adequate light, air, and open space. In such cases, no application for a variance under Section XI-B Variances of these regulations is necessary.

VIII-C-2. Streets

The arrangement, type, extent, width, grade and location of all streets must be considered in their relation to existing and planned streets, to topographical conditions, and to public convenience and safety.

VIII-C-3. Open Space

Each PUD must comply with the requirements of Section VI-P(d) of these regulations. The open space must be:

- a. Owned by a property owners’ association; or
- b. Dedicated to public use, if acceptable to the governing body; or
- c. A combination of (a) and (b) above.

The City, through the City Council may waive dedication or cash donation requirements when the sub-divider agrees to create a property owners' association for the proposed subdivision and deed to the association land to be held in perpetuity for use as parks or playgrounds.

IX. CONDOMINIUMS

IX-A. Procedures

Unless exempted by section 76-3-203, MCA, all condominium developments are subdivisions subject to the terms of the MSPA as follows:

IX-A-1. Review Where Land Will Not be Divided

If no division of land will be created by a condominium subdivision, the subdivision must be reviewed under the procedures contained in Section VII, Subdivisions Created by Rent or Lease, with the following exception: final approval will not be given until the sub-divider has either installed all required improvements, or has entered into a subdivision improvements agreement pursuant to Section II-B-4 Public Improvements Agreement; Guaranty.

IX-A-2. Condominium Subdivisions Involving Land Divisions

If a proposed condominium development will involve a division of land, the subdivision must be reviewed under the procedures contained in Sections:

IV-A Review and Approval Procedures for Major Subdivisions

II-B Applicable sections for Final Plats.

IX-B. Standards

IX-B-1. Design Standards

Condominium developments must comply with applicable standards contained in Section VI, Design and Improvement Standards.

IX-B-2. Unit Ownership Act

Condominium developments must comply with all provisions of the Unit Ownership Act, Sections 70-23-102 through 70-23-703, MCA.

X. CLUSTER DEVELOPMENT

The [governing body] has adopted a growth policy that meets the requirements of 76-1-601, MCA, and further adopts the following to promote cluster development and preserve open space.

X-A. Cluster Development

- a. As authorized by 76-3-509, MCA, the following apply to subdivisions proposed under this section:
 - i. An area of open space must be preserved that is at least as large as the area that will be developed.
 - ii. Open space must be preserved through an irrevocable conservation easement, granted in perpetuity as provided in Title 76, Chapter 6, prohibiting further subdivision of the parcel.
 - iii. Unless the subdivision will be provided with community sewer or water, each lot in the cluster must be a minimum of one acre.
 - iv. Multiple adjacent tracts of record may be aggregated to create a single parcel for the purpose of creating a cluster development.
 - v. The maximum number of parcels permissible in a cluster development is the maximum number of parcels that are authorized by the administrative rules adopted by the DEQ under Title 76, Chapter 4, MCA.
 - vi. The maximum size of parcels allowed within a cluster development is (.25) acres.
- b. Park dedication requirements for clustered subdivisions created under this section are waived.

XI. ADMINISTRATIVE PROVISIONS

XI-B. Variances

XI-B-1. Variances Authorized

The Harlem City Council may grant variances from Section VI, Design and Improvement Standards, of these regulations when, due to the characteristics of land proposed for subdivision, strict compliance with these standards would result in undue hardship and would not be essential to the public welfare. A variance will not be granted if it would have the effect of nullifying the intent and purpose of these regulations.

The Council will not approve a variance unless they find that:

- a. The granting of the variance will not be detrimental to the public health, safety, or general welfare or injurious to other adjoining properties;
- b. Due to the physical surroundings, shape, or topographical conditions of the property involved, strict compliance with the regulations will impose an undue hardship on the owner. Undue hardship does not include personal or financial hardship, or any hardship that is self imposed;
- c. The variance will not cause a substantial increase in public costs; and
- d. The variance will not place the subdivision in nonconformance with any adopted zoning regulations.

XI-B-2. Variances from Floodway Provisions Not Authorized

The City Council will not by variance permit subdivision for building purposes in areas located within the floodway of a flood of 100-year frequency as defined by Title 76, Chapter 5, MCA.

XI-B-3. Procedure

The sub-divider shall include with the submission of the preliminary plat a written statement describing and justifying the requested variance. The City Planning Board will consider the requested variance and recommend its approval or denial to the Harlem City Council.

XI-B-4. Conditions

In granting variances, the Council may impose reasonable conditions to secure the objectives of these regulations.

XI-B-5. Statement of Facts

When a variance is granted, the motion to approve the proposed subdivision must contain a statement describing the variance and the facts and conditions upon which the issuance of the variance is based.

XI-C. Amendment of Regulations

Before the Harlem City Council amend these regulations, they shall will hold a public hearing on the proposed amendment. Notice of the time and place of the public hearing must be published in a newspaper of general circulation in the county not less than 15 days or more than 30 days before the date of the hearing.

XI-D. Administration

XI-D-1. Enforcement

Except as provided in 76-3-303, MCA, and these regulations, every final subdivision plat must be filed for record with the County Clerk and Recorder before title to the subdivided land can be sold or transferred in any manner. If unlawful transfers are made, the Harlem City Attorney shall commence action to enjoin further sales or transfers and compel compliance with all provisions of the MSPA and these regulations. The cost of this action shall be imposed against the non prevailing party.

XI-D-2. Violation and Penalties

Any person, firm, corporation, or other entity that violates any of the provisions of the MSPA or these regulations is guilty of a misdemeanor punishable by a fine of not less than \$100 nor more than \$500 or by imprisonment in jail for not more than three months or by both fine and imprisonment. Each sale, lease, or transfer, or offer of sale, lease, or transfer of each separate parcel of land in violation of any provision of the MSPA or these regulations shall be deemed a separate and distinct offense.

XI-D-3. Appeals

- a. A person who has filed an application for a subdivision under the MSPA and these regulations with the Harlem City Council, may bring an action in the State of Montana District Court to sue the governing body to recover actual damages caused by a final action, decision, or order of the City or any regulation adopted pursuant to the MSPA that is arbitrary or capricious.
- b. A party identified in subsection (d) below who is aggrieved by a decision of the City to approve, conditionally approve, or deny an application and preliminary plat for a proposed subdivision or a final subdivision plat, pursuant to these regulations, may, within 30 days after the decision, appeal to the district court. The petition must specify the grounds upon which the appeal is made.
- c. For the purposes of this section, “aggrieved” means a person who can demonstrate a specific personal and legal interest, as distinguished from a general interest, who has been or is likely to be specially and injuriously affected by the decision.
- d. The following parties may appeal under the provisions of subsection (b) above:
 - i. the sub-divider;
 - ii. a landowner with a property boundary contiguous to the proposed subdivision or a private landowner with property within the city or municipality where the

subdivision is proposed if that landowner can show a likelihood of material injury to the landowner's property or its value;

iii. the Harlem City Council; and

iv. one of the following municipalities:

A. a third-class municipality as described in 7-1-4111, if a subdivision is proposed within 1 mile of its limits;

APPENDIX A
UNIFORM STANDARDS FOR MONUMENTATION,
CERTIFICATES OF SURVEY, AND FINAL SUBDIVISION PLATS

24.183.1101 UNIFORM STANDARDS FOR MONUMENTATION

1. The following standards govern the monumentation of land surveys:
 - a. The terms "monument" and "permanent monument" as used in these regulations mean any structure of masonry, metal or other permanent, durable material placed in the ground, which is exclusively identifiable as a monument to a survey point, expressly placed for surveying reference.
 - b. All metal monuments must be at least one-half inch in diameter and 18 inches in length with a cap not less than 1 inch in diameter marked in a permanent manner with the license number of the surveyor in charge of the survey and either the name of the surveyor or the company employing the surveyor. Metal monuments marking a public land survey corner as described in 70-22-101, MCA, must be at least 24 inches long and 5/8 inch in diameter with an appropriately stamped metal cap at least 2 inches in diameter. A monument marking a public land survey corner may also consist of a cap as described in this rule set firmly in concrete.
 - c. Before a subdivision plat or Certificate of Survey may be filed for record the surveyor shall confirm the location of as many monuments as, in the surveyor's professional judgment, are necessary to reasonably assure the perpetuation of any corner or boundary established by the survey and to enable other surveyors to reestablish those corners and boundaries and retrace the survey. The surveyor shall clearly identify on the face of the plat or Certificate of Survey all monuments pertinent to the survey, and the descriptions of these monuments must be sufficient to identify the monuments.
 - d. The surveyor shall set all monuments prior to the filing of a plat or Certificate of Survey except those monuments that will be disturbed by the installation of improvements or that, because of severe weather conditions, may, in the surveyor's judgment, be more appropriately and accurately set after the weather has improved. In these two circumstances the surveyor may set monuments after the survey document is filed if the surveyor certifies on the survey document that the monuments will be set by a specified date. The surveyor shall set monuments, the placement of which has been deferred because of severe weather conditions, within 240 days of the date on which the survey document was filed.
 - i. If during the later monumentation of the corners of a plat or Certificate of Survey that were not monumented before the plat or certificate was filed, the surveyor finds that it is necessary to set a reference monument to a corner, the surveyor shall prepare and file an amended Certificate of Survey or subdivision plat.
 - ii. The failure of the surveyor to set the monuments by the date certified on the record of survey will be deemed a violation of these rules.
 - e. The surveyor shall set monuments at the following locations:
 - i. At each corner and angle point of all lots, blocks and parcels of land created by the survey.

- ii. At every point of intersection of the outer boundary of a subdivision with an existing road right-of-way line of record or a road right-of-way line created by the survey.
 - iii. At every point of curve, point of tangency, point of reversed curve, point of compounded curve and point of intersection on each road right-of-way line created by the survey.
 - iv. At the intersection of a boundary line and a meander line. Meander line angle points need not otherwise be monumented.
- f. If the placement of a required monument at its proper location is physically impractical, the surveyor may set a reference or witness monument. This monument has the same status as other monuments of record if its location is properly shown. If the surveyor relies upon any existing monument in conducting a survey, he or she shall confirm the location of the monument and show and describe it on the resulting Certificate of Survey or subdivision plat.

24.183.1104 UNIFORM STANDARDS FOR CERTIFICATES OF SURVEY

1. A Certificate of Survey may not be filed by a county Clerk and Recorder unless it complies with the following requirements:
- a. A Certificate of Survey must be legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches, or 24 inches by 36 inches, overall to include a 1 ½ inch margin on the binding side.
 - b. One signed copy on cloth-backed material or on 3 mil or heavier matte stable-base polyester film or equivalent and one signed reproducible copy on a stable-base polyester film or equivalent must be submitted.
 - c. If more than one sheet must be used to adequately depict the land surveyed, each sheet must show the number of that sheet and the total number of sheets included. All certifications must be placed or referred to on one sheet.
 - d. A Certificate of Survey must show or contain on its face or on separate sheets referred to on its face the following information. The surveyor may, at his or her discretion, provide additional information regarding the survey.
 - i. A title or title block including the quarter-section, section, township, range, principal meridian and county, and, if applicable, city or town in which the surveyed land is located. Except as provided in (1)(f)(v), a Certificate of Survey must not bear the title "plat," "subdivision" or any title other than "Certificate of Survey."
 - ii. The name(s) of the person(s) who commissioned the survey and the names of any adjoining platted subdivisions and the numbers of any adjoining Certificates of Survey previously filed.
 - iii. The date the survey was completed and a brief explanation of why the Certificate of Survey was prepared, such as to create a new parcel, retrace a section line or retrace an existing parcel of land.

- iv. A north arrow.
- v. A scale bar. (The scale must be sufficient to legibly represent the required information and data.)
- vi. The location of, and other information relating to all monuments found, set, reset, replaced or removed as required by ARM 24.183.1101(1)(c).
 - A. If additional monuments are to be set after the Certificate of Survey is filed, these monuments must be shown by a distinct symbol, and the Certificate of Survey must bear a certification by the surveyor as to which they will be set.
 - B. All monuments found during a retracement that influenced the position of any corner or boundary indicated on the Certificate of Survey must be clearly shown as required by ARM 24.183.1101(1)(c).
- vii. The location of any section corners or corners of divisions of sections the surveyor deems to be pertinent to the survey.
- viii. Witness and reference monuments and basis of bearings. For purposes of this rule the term "basis of bearings" means the surveyor's statement as to the origin of the bearings shown in the Certificate of Survey. The basis of bearings may refer to a particular line between monumented points in a previously filed survey document. If the Certificate of Survey shows true bearings, the basis of bearings must describe the method by which these true bearings were determined.
- ix. The bearings, distances and curve data of all boundary lines. If the parcel surveyed is bounded by an irregular shoreline or a body of water, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given.
 - A. The courses along a meander line are shown solely to provide a basis for calculating the acreage of a parcel that has one or more riparian boundaries as the parcel existed at the time of survey.
 - B. For purposes of this rule a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.
- x. Data on all curves sufficient to enable the re-establishment of the curves on the ground. For circular curves these data must at least include radius and arc length. For non-tangent curves, which must be so labeled, the Certificate of Survey must include the bearings of radial lines or chord length and bearing.
- xi. Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically.
- xii. A narrative legal description of the parcel surveyed as follows:

- A. If the parcel surveyed is either an aliquot part of a U.S. government section or a U.S. government lot, the information required by this subsection is the aliquot or government lot description of the parcel.
 - B. If the survey depicts the retracement or division of a parcel or lot that is shown on a filed Certificate of Survey or subdivision plat, the information required by this subsection is the number or name of the Certificate of Survey or plat and the parcel or lot number of the parcel surveyed.
 - C. If the parcel surveyed does not fall within (1)(d)(xii)(A) or (B), above, the information required by this subsection is the metes-and-bounds description of the perimeter boundary of the parcel surveyed.
 - D. If the Certificate of Survey establishes the boundary of a parcel containing one or more interior parcels, the information required by this subsection is the legal description of the encompassing parcel.
 - E. The requirement of this rule does not apply to Certificates of Survey that depict a partial retracement of the boundaries of an existing parcel or establish the location of lines or corners that control the location of an existing parcel.
- xiii. Except as provided by (1)(f)(iv), all parcels created by the survey, designated by number or letter, and the dimensions and area of each parcel. (Excepted parcels must be marked "Not included in this survey.") If a parcel created by the survey is identifiable as a 1/32 or larger aliquot part of a U.S. government section or as a U.S. government lot, it may be designated by number or letter or by its aliquot part or government lot identification.
 - xiv. The location of any easement that will be created by reference to the Certificate of Survey.
 - xv. The dated signature and the seal of the surveyor responsible for the survey. The affixing of this seal constitutes a certification by the surveyor that the Certificate of Survey has been prepared in conformance with the Montana Subdivision and Platting Act (76-3-101 through 76-3- 625, MCA) and the regulations adopted under that Act.
 - xvi. A memorandum of any oaths administered under 76-3-405, MCA.
 - xvii. Space for the county Clerk and Recorder's filing information.
- e. Certificates of Survey that do not represent a division of land, such as those depicting the retracement of an existing parcel and those prepared for informational purposes, must bear a statement as to their purpose and must meet applicable requirements of this rule for form and content.
 - f. Procedures for divisions of land exempted from public review as subdivisions. Certificates of Survey for divisions of land meeting the criteria set out in 76-3-207, MCA, must meet the following requirements:

- i. A Certificate of Survey of a division of land that would otherwise be a subdivision but that is exempted from subdivision review under 76-3-207, MCA, may not be filed by the county Clerk and Recorder unless it bears the acknowledged certificate of the property owner stating that the division of land is exempt from review as a subdivision and citing the applicable exemption.
- ii. If the exemption relied upon requires that the property owner enter into a covenant running with the land, the Certificate of Survey may not be filed unless it bears a signed and acknowledged recitation of the covenant.
- iii. If a Certificate of Survey invokes the exemption for gifts and sales to members of the landowner's immediate family, the certificate must indicate the name of the proposed grantee, the relationship of the grantee to the landowner and the parcel to be conveyed to the grantee.
- iv. If a Certificate of Survey invokes the exemption for the relocation of common boundary lines:
 - A. The Certificate of Survey must bear the signatures of all landowners whose parcels will be altered by the proposed relocation. The Certificate of Survey must show that the exemption was used only to change the location of or eliminate a boundary line dividing two or more parcels, and must clearly distinguish the prior boundary location (shown, for example, by a dashed or broken line or a notation) from the new boundary (shown, for example, by a solid line or notation);
 - B. The Certificate of Survey must show the boundaries of the area that is being removed from one parcel and joined with another parcel. The Certificate of Survey may, but is not required to, establish the exterior boundaries of the resulting parcels. However, the Certificate of Survey must show portions of the existing unchanged boundaries sufficient to clearly identify both the location and the extent of the boundary relocation;
 - C. If a boundary line will be completely eliminated, the certificate must establish the boundary of the resulting parcel.
- v. A survey document that modifies lots in a platted and filed subdivision and invokes an exemption from subdivision review under 76-3-201 or 76-3-207(1)(d) or (e), MCA, must be entitled "amended plat of the (name of subdivision)," but for all other purposes is to be regarded as a Certificate of Survey. The document must contain a statement signed by the property owner that approval of the local government body is not required and citing the applicable exemption.
- vi. If the Certificate of Survey invokes an exemption from subdivision review under 76-3-207, MCA, the Certificate of Survey must bear, or be accompanied by, a certification by the county Treasurer that all taxes and special assessments assessed and levied on the surveyed land have been paid.
- vii. For purposes of (1)(f), when the parcel of land for which an exemption from subdivision review is claimed is being conveyed under a contract-for-deed, the terms "property owner", "landowner" and "owner" mean the seller of the parcel under the contract-for-deed.

- g. Procedures for filing Certificates of Survey of divisions of land entirely exempted from the requirements of the Act. The divisions of land described in 76-3-201, 76-3-205 and 76-3-209, MCA, and divisions of federally owned land made by a United States government agency are not required to be surveyed, nor must a Certificate of Survey or subdivision plat showing these divisions be filed with the Clerk and Recorder. A Certificate of Survey of one of these divisions may, however, be filed with the Clerk and Recorder if the Certificate of Survey meets the requirements for form and content for Certificates of Survey contained in this rule and bears a certificate of the surveyor performing the survey citing the applicable exemption from the Act or, when applicable, that the land surveyed is owned by the federal government.

24.183.1107 UNIFORM STANDARDS FOR FINAL SUBDIVISION PLATS

1. A final subdivision plat may not be approved by the governing body or filed by the county Clerk and Recorder unless it complies with the following requirements:
 - a. Final subdivision plats must be legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record and must be 18 inches by 24 inches or 24 inches by 36 inches overall to include a 1 1/2-inch margin on the binding side.
 - b. One signed copy on cloth-backed material or on 3 mil or heavier matte stable-base polyester film or equivalent and one signed reproducible copy on a stable-base polyester film or equivalent must be submitted.
 - c. If more than one sheet must be used to adequately depict the land subdivided, each sheet must show the number of that sheet and the total number of sheets included. All certifications must be placed or referred to on one sheet.
 - d. A survey that modifies a filed subdivision plat must be entitled "amended plat of (lot, block and name of subdivision being amended,)" and unless it is exempt from subdivision review by 76- 3-201 or 76-3-207(1)(d) or (e), MCA, may not be filed with the county Clerk and Recorder unless it meets the filing requirements for final subdivision plats specified in this rule.
2. A final plat submitted for approval must show or contain, on its face or on separate sheets referred to on the plat, the following information. The surveyor may, at his or her discretion, provide additional information regarding the survey.
 - a. A title or title block indicating the quarter-section, section, township, range, principal meridian, county and, if applicable city or town, in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition".
 - b. The name of the person(s) who commissioned the survey and the name(s) of the owner of the land to be subdivided if other than the person(s) commissioning the survey, the names of any adjoining platted subdivisions, and the numbers of any adjoining Certificates of Survey previously filed.
 - c. A north arrow.
 - d. A scale bar. (The scale must be sufficient to legibly represent the required information and data on the plat.)

- e. The location of, and other information relating to all monuments found, set, reset, replaced or removed as required by ARM 24.183.1101(1)(c).
 - i. If additional monuments are to be set after the plat is filed, the location of these monuments must be shown by a distinct symbol, and the plat must bear a certification by the surveyor as to the reason the monuments have not been set and the date by which they will be set.
 - ii. All monuments found during a retracement that influenced the position of any corner or boundary indicated on the plat must be clearly shown as required by ARM 24.183.1101(1)(c)
- f. The location of any section corners or corners of divisions of sections pertinent to the survey.
- g. Witness and reference monuments and basis of bearings. For purposes of this rule the term "basis of bearings" means the surveyor's statement as to the origin of the bearings shown on the plat. The basis of bearings may refer to a particular line between monumented points in a previously filed survey document. If the plat shows true bearings, the basis of bearings must describe the method by which these true bearings were determined.
- h. The bearings, distances and curve data of all boundary lines. If the subdivision is bounded by an irregular shoreline or body of water that is a riparian boundary, the bearings and distances of a meander traverse generally paralleling the riparian boundary must be given.
 - i. The courses along a meander line are shown solely to provide a basis for calculating the acreage of a parcel with one or more riparian boundaries as the parcel existed at the time of survey.
 - ii. For purposes of these regulations a line that indicates a fixed boundary of a parcel is not a "meander" or "meander line" and may not be designated as one.
- i. Data on all curves sufficient to enable the re-establishment of the curves on the ground. For circular curves these data must at least include radius and arc length. For non-tangent curves, which must be so labeled, the plat must include the bearings of radial lines or chord length and bearing.
- j. Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute. Distance measurements must be stated in English units, but their metric equivalents, shown to the nearest hundredth of a meter, may be noted parenthetically.
- k. The location of any section corners or corners of divisions of sections the surveyor deems to be pertinent to the subdivision.
- l. All lots and blocks in the subdivision, designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots. (Excepted parcels must be marked "Not included in this subdivision" or "Not included in this plat," as appropriate, and the bearings and lengths of these excepted boundaries must be shown.)
- m. All streets, alleys, avenues, roads and highways; their widths (if ascertainable) from public records, bearings and area; the width and purpose of all road rights-of-way and all

other easements that will be created by the filing of the plat; and the names of all streets, roads and highways.

- n. The location, dimensions and areas of all parks, common areas and other grounds dedicated for public use.
 - o. The total acreage of the subdivision.
 - p. A narrative legal description of the subdivision as follows:
 - i. If the parcel being subdivided is either an aliquot part of a U.S. government section or a U.S. government lot, the information required by this subsection is the aliquot or government lot description of the parcel.
 - ii. If the plat depicts the division of a parcel or lot that is shown on a filed Certificate of Survey or subdivision plat, the information required by this subsection is the number or name of the Certificate of Survey or plat and the number of the parcel or lot affected by the survey.
 - iii. If the parcel surveyed does not fall within (2)(p)(i) or (ii), above, the information required by this subsection is the metes-and-bounds description of the perimeter boundary of the subdivision.
 - iv. If the plat establishes the boundaries of a subdivision containing one or more interior parcels, the information required by this subsection is the legal description of the perimeter boundary of the subdivision.
 - q. The dated signature and the seal of the surveyor responsible for the survey. The affixing of this seal constitutes a certification by the surveyor that the final plat has been prepared in conformance with the Montana Subdivision and Platting Act (76-3-101 through 76-3-625, MCA) and the regulations adopted under that Act.
 - r. A memorandum of any oaths administered under 76-3-405, MCA.
 - s. The dated, signed and acknowledged consent to the subdivision of the owner of the land being subdivided. For purposes of this rule when the parcel of land proposed for subdivision is being conveyed under a contract-for-deed, the terms "owner" and "owner of the land" refers to the seller under the contract-for-deed.
 - t. Certification by the governing body that the final subdivision plat is approved.
 - u. Space for the Clerk and Recorder's filing information.
3. The following documents must appear on the face of or accompany the approved final plat when it is presented to the county Clerk and Recorder for filing:
- a. If applicable, the owner's certificate of dedication of streets, parks, playground easements or other public improvements.
 - b. If applicable, a certificate of the governing body expressly accepting any dedicated land, easements or improvements. An acceptance of a dedication is ineffective without this certification.

- c. A certificate of a title abstractor showing the names of the owners of record of the land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the subdivider, and any lien holders or claimants of record against the land.
- d. Copies of any covenants or deed restrictions relating to the subdivision.
- e. If applicable, a certificate from the state department of environmental quality stating that it has approved the plans and specifications for water supply and sanitary facilities.
- f. A certificate from the sub-divider indicating which required public improvements have been installed and a copy of any subdivision improvements agreement securing the future construction of any additional public improvement to be installed.
- g. Unless otherwise provided by local subdivision regulations, copies of final plans, profiles, grades and specifications for improvements, including a complete grading and drainage plan, with the certification of a registered professional engineer that all required improvements which have been installed are in conformance with the attached plans. Local subdivision regulations may authorize the sub-divider, under conditions satisfactory to the governing body, to prepare these plans and specifications after the final plat has been filed or file them with a government official other than the county Clerk and Recorder, or both.
- h. If applicable, the certificate of the examining land surveyor.
- i. If a street created by the plat will intersect with a state highway, a copy of the state highway access or encroachment permit must be provided.
- j. The certification of the county Treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid.

ADMINISTRATIVE MATERIALS "A"

SUBDIVISION PLAT APPLICATION

PART I GENERAL DESCRIPTION AND INFORMATION

1. Name of the proposed subdivision _____
2. Location (City) _____
Legal description: _____ 1/4 _____ 1/4 of Section _____ Township _____ Range _____
3. Type of water supply system:
 - a. Individual surface water supply from spring _____
 - b. Multiple-family water supply system (3-14 connections and fewer than 25 people) _____
 - c. Service connection to multiple-family system _____
 - d. Service connection to public system _____
 - e. Extension of public main _____
 - f. New public system _____
 - g. Individual well _____
4. Type of wastewater treatment system:
 - a. Individual or shared on-site septic system _____
 - b. Multiple-family on-site system (3-14 connections and fewer than 25 people) _____
 - c. Service connection to multiple-family system _____
 - d. Service connection to public system _____
 - e. Extension of public main _____
 - f. New public system _____
5. Name of solid waste garbage disposal site and hauler:

6. Is information included which substantiates that there will be no degradation of state waters or that degradation will be non-significant?

8. Descriptive Data:
 - a. Number of lots or rental spaces _____

- b. Total acreage in lots being reviewed _____
- c. Total acreage in streets or roads _____
- d. Total acreage in parks, open space, and/or common facilities _____
- e. TOTAL gross acreage of subdivision _____
- f. Minimum size of lots or spaces _____
- g. Maximum size of lots or spaces _____

9. Indicate the proposed use(s) and number of lots or spaces in each:

- _____ Residential, single family
- _____ Residential, multiple family
- _____ Types of multiple family structures and numbers of each (e.g. duplex)
- _____ Planned Unit Development (Number of units _____)
- _____ Condominium (Number of units _____)
- _____ Mobile Home Subdivision (Number of spaces _____)
- _____ Recreational Vehicle Subdivision (Number of spaces _____)
- _____ Commercial or Industrial
- _____ Other (please describe) _____

10. Provide the following information regarding the development:

- a. Current land use _____
- b. Existing zoning or other regulations _____
- c. Depth to ground water at the time of year when water table is nearest to the natural ground surface within the drainfield area _____
- d. Depth to bedrock or other impervious material in the drainfield area _____
- e. If a tract of land is to be subdivided in phases, an overall development plan indicating the intent for the development of the remainder of the tract.
- f. Drafts of any covenants and restrictions to be included in deeds or contracts for sale. Drafts of homeowners' association bylaws and articles of incorporation, if applicable. (Submitting a draft copy of a homeowners' association bylaws and articles of incorporation is adequate for DEQ to initiate and complete its review of sanitary facilities, but a copy of the fully executed documents must be submitted before DEQ can issue final approval.)

g. Indicate whether the mineral rights have been severed from the property:
Yes_____ No_____ Unknown_____

h. Indicate whether water rights have been severed from the property:
Yes_____ No_____

11. Is the applicant claiming an exemption under Section IV-A-1 of the subdivision regulations from the requirement to prepare an environmental assessment?
Yes_____ No_____

Name, address, and telephone number of designated representative, if any (e.g., engineer, surveyor).

Name

Phone

Address (Street or P.O. Box, City, State, Zip Code)

Name, address, and telephone number of owner(s).

Name

Signature of owner

Address (Street or P.O. Box, City, State, Zip Code)

Date

Phone

Name, address, and telephone number of sub-divider if different than owner(s).

Name

Signature of sub-divider

Address (Street or P.O. Box, City, State, Zip Code)

Date

Phone

The application must be signed by the owner of the land proposed for subdivision or the responsible officer of the corporation offering the same for sale.

PART II PRELIMINARY PLAT FORM, CONTENTS AND SUPPLEMENTS

1. Preliminary Plat Subdivision Application Form:

The sub-divider shall submit a completed subdivision application form that is signed by the landowner(s) of record.

2. Preliminary Plat Review Fee:

The sub-divider shall submit the required review fee as identified in the pre-application meeting and in Section XI-A of the subdivision regulations.

3. Preliminary Plat Form, Contents, and Supplements:

The sub-divider shall submit an 11" by 17" and an 18" by 24" (or 24" by 36") preliminary plat completed by a land surveyor.

The following information must be provided on the preliminary plat or in supplements to the preliminary plat:

- a. The subdivision or development name (the title must contain the words "plat" and/or "subdivision")
- b. The legal description, including Section, Township, and Range, and any underlying survey data;
- c. A north arrow;
- d. The scale used on the plat;
- e. The certification of a professional land surveyor;
- f. The certification of a professional engineer (if the preliminary plat application or data includes engineering plans or specifications);
- g. The names of all owners of record and the sub-divider [if different from the owner(s)];
- h. The date the preliminary plat is completed;
- i. Proposed lot layout with approximate dimensions and sizes;
- j. Lots and blocks identified by number or letter;
- k. The use of each lot, if other than for single-family residential;
- l. The exterior boundaries of the parcel proposed for subdivision with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular shoreline or body of water, the bearings and distances of a closing meander traverse shall be given;
- m. All existing streets, roads, highways, avenues, alleys, and/or access easements within or adjacent to the subject property;
- n. All proposed streets, roads, alleys, avenues, and easements; the width of the easement or right-of-way, grades, curvature of each;
- o. Existing and proposed road and street names;
- p. Proposed location of intersections for any subdivision requiring access to state or local streets, roads, avenues, alleys, or highways;
- q. The names of adjoining platted subdivisions and recording information from adjoining subdivisions, Certificates of Survey, or un-platted lands;
- r. The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary;
- s. Approximate area, location, boundaries, and dimensions of all parks, common grounds, and other grounds dedicated for public use;
- t. The total gross area of the subdivision and the total net area, exclusive of public areas and rights-of-way;
- u. Existing and proposed infrastructure and proposed utilities including:
 - i. The approximate location, size, and depth of existing and proposed sanitary and storm sewers;

- ii. The approximate location, size, and depth of existing and proposed water mains, lines, wells, and facilities; and
 - iii. The approximate locations of gas lines, fire hydrants or firefighting water storage facilities, electric and telephone lines, and street lights.
- 4. A vicinity sketch showing:
 - a. The approximate locations of all existing buildings, structures, and other improvements;
 - b. Ownership of lands immediately adjoining a subdivision, and existing buildings, structures and other improvements on those lands; and
 - c. Any existing or proposed zoning of the tract and adjacent lands, if applicable.
- 5. A topographic map:
 - a. For any land area which will be subdivided or disturbed, contour intervals of 2' where the average slope is less than 10%; intervals of five feet where the average slope is greater than 10% and less than 15%; and intervals of ten feet where the average slope is 15% or greater.
 - b. Slopes greater than 25% shall be shown as no-build zones.
- 6. A grading and drainage plan that includes:
 - a. Proposed grades of all streets and roads;
 - b. Proposed drainage facilities for all lots, blocks, and other areas displaying accurate dimensions, courses, and elevations;
 - c. Existing and proposed contours, using the contour requirements of a topography map;
 - d. Graded slopes;
 - e. Calculations for a ten year frequency one-hour storm and a method to mitigate adverse impacts for a 100-year frequency one-hour storm; and
 - f. Construction procedures, slope protection, or information describing the ultimate destinations of storm runoff used to minimize erosion; and
 - g. Slope Stability Report shall be completed if the proposed subdivision includes areas with the potential for landsliding or slope instability. The report must be completed by a qualified soil or geotechnical engineer and indicate the locations, character, and extent of all areas of all slope stability, and these areas shall be shown on the plat.
- 7. Engineering plans for all public and private improvements;
- 8. Overall development plan and if the improvements are to be completed in phases, the approximate area of each phase shall be shown on the plat.
- 9. Abstract of Title (or Title Report) dated not more than 90 days prior to the date of submittal;
- 10. Lienholders' Acknowledgement of Subdivision for each lienholder identified on the Abstract of Title or Title Report;
- 11. Documentation of legal and physical access;
- 12. Documentation of existing easements, including those for Agricultural Water User Facilities;
- 13. Existing covenants and deed restrictions;
- 14. Existing water rights;
- 15. Names and addresses of all adjoining property owners;
- 16. A proposed road plan and profile that includes:
 - a. Street names.
 - b. Right-of-way or easement widths;
 - c. Pavement widths;
 - d. Street grades;
 - e. Pavement and base thickness;
 - f. Typical cross sections for each type of road;
 - g. Road profiles and cross sections for all proposed streets and roads which have grades exceeding 5%, or cuts and fills exceeding 3'.
 - h. The type and location of sidewalks and curbs (where required);
 - i. The minimum site distances at corners;
 - j. The minimum curb radiuses at corners;
 - k. For cul-de-sac streets:

- i. widths of turn around radiuses;
 - ii. minimum right-of-way widths at the turnarounds;
 - iii. minimum pavement or road surface width at the turnarounds;
 - iv. total lengths of the streets.
 - l. The locations and characteristics of bridges and culverts;
 - m. The locations and dimensions of adjoining lots and open spaces;
 - n. The locations and widths of easements and dedicated land, which provide a buffer between the subdivision lots and streets;
 - o. Typical grading and location of intersections with private driveways; and
 - p. Description of how the roads will be maintained.
17. Encroachment permits from Montana Department of Transportation or the local jurisdiction;
 18. Proposed easements;
 19. Proposed disposition of water rights, as required by Section VI-O of the subdivision regulations;
 20. Parkland dedication calculations, including a property valuation assessment or appraisal if cash-in-lieu of parkland is proposed;
 21. Environmental Assessment and/or Summary of Probable Impacts including:
 - a. proof that the sub-divider has submitted for review copies of the subdivision application and environmental assessment, if applicable, to the public utilities and agencies of the local, state, and federal government identified during the pre-application meeting or subsequently identified as having an interest in the proposed subdivision; and
 - b. an explanation of how the sub-divider has responded to the comments of the subdivision administrator at the pre-application meeting.
 22. Transportation Impact Analysis or Transportation Plan;
 23. Fire Risk Rating Analysis and Fire Prevention Plan as required in Section VI-R of the subdivision regulations;
 24. Weed Management Plan and Re-vegetation Plan;
 25. Property owners' Association Documents shall accompany the preliminary plat, and at a minimum shall provide the information, form, and contents included in Section II-B-3 of the subdivision regulations;
 26. FIRM or FEMA panel map and/or letter identifying floodplain status and other hydrologic characteristics including surface water bodies, designated floodplain and areas of riparian resource, as required in Section VI-D of the subdivision regulations and paragraph 35 of this Part II.
 29. Required water and sanitation information, including:
 - a. Provide the following attachments to the preliminary plat:
 - i. A vicinity map or plan that shows:
 - A. The location, within 100 feet outside of the exterior of the property line of the subdivision and on the proposed lots, of:
 1. floodplains;
 2. surface water features;
 3. springs;
 4. irrigation ditches;
 5. existing, previously approved, and for parcels less than 20 acres, proposed water wells and wastewater treatment systems;
 6. for parcels less than 20 acres, mixing zones identified as provided in subsection (X); and
 7. the representative drainfield site used for the soil profile description as required under subsection (C)(4); and
 - B. The location, within 500 feet outside of the exterior property line of the subdivision, of public water and sewer facilities.
 - ii. A description of the proposed subdivision's water supply systems, storm water systems, solid waste disposal systems, and wastewater treatment systems, as

provided below, including whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public as those systems are defined in rule published by the DEQ;

- iii. A drawing of the conceptual lot layout at a scale no smaller than 1 inch equal to 200 feet that shows all information required for a lot layout document in rules adopted by DEQ pursuant to 76-4-104;

b. Water Supply

- i. High Groundwater Report indicating there is not a problem with high groundwater present on the property proposed for subdivision. When evidence of high groundwater is present, the developer must submit plans that are prepared by a professional engineer to mitigate the problem;
- ii. A vicinity map or plan that shows:
 - A. the location, within 100' outside of the exterior property line of the subdivision and on the proposed lots of:
 - 1. floodplains;
 - 2. existing, previously approved, and, for parcels less than 20 acres;
 - 3. for parcels less than 20 acres, mixing zones identified as provided in subsection c.i.C.1 below.
 - B. the location, within 500' outside the exterior property line of the subdivision, of public water and sewer facilities;
- iii. A description of the proposed subdivision's water supply systems, storm water systems, solid waste disposal systems, and wastewater treatment systems, including whether the water supply and wastewater treatment systems are individual, shared, multiple user, or public as those systems are defined in rules published by the Department of Environmental Quality in the Administrative Rules of Montana, or 76-4-101 et seq., MCA, including the following information:
 - C. For a **public water system**:
 - 1. If an existing system is to be used:
 - a. identify the system and the person, firm, or agency responsible for its operation and maintenance;
 - b. indicate the system's capacity to handle additional load and its distance from the development;
 - c. provide evidence that permission to connect has been granted;
 - d. provide the following as attachments:
 - i. a map or plat showing the location, sizes, and depth of any existing water lines and facilities which will directly serve parcels within the proposed development;
 - ii. plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328-330 and Circular DEQ-1 or Circular DEQ-3.
 - iii. Evidence of sufficient water quality in accordance with rule adopted by the DEQ pursuant to 76-4-104;

c. Wastewater Treatment System

- i. For new onsite wastewater treatment systems, evidence of suitability that at a minimum includes:
 - A. a soil profile description from a representative drainfield site identified on the vicinity map, as provided in section C.1.(a)(i)(G), that complies with the standards published by DEQ;

- B. demonstration that the soil profile contains a minimum of 4 feet of vertical separation distance between the bottom of the permeable surface of the proposed wastewater treatment system and a limiting layer; and
- C. in cases in which the soil profile or other information indicates that ground water is within 7 feet of the natural ground surface, evidence that the ground water will not exceed the minimum vertical separation distance provided in section (ii) above.
 - 1. For all new wastewater treatment systems a preliminary analysis of potential impacts to ground water quality using as guidance rules adopted by the board of environmental review pursuant to 75-5-301 and 75-5-303 related to standard mixing zones for ground water, source specific mixing zones, and nonsignificant changes in water quality. The preliminary analysis may be based on currently available information and must consider the effects of overlapping mixing zones from proposed and existing wastewater treatment systems within and directly adjacent to the subdivision. Instead of performing the preliminary analysis required under this subsection the subdivider may perform a complete nondegradation analysis in the same manner as is required for an application that is reviewed under Title 76, chapter 4.
- ii. **For a public wastewater treatment system:**
 - A. If an existing system is to be used:
 - 1. identify the system and the person, firm, or agency responsible for its operation and maintenance;
 - 2. indicate the system's capacity to handle additional load and its distance from the development;
 - 3. provide evidence that permission to connect to the system has been granted;
 - 4. provide the following attachments:
 - a. a map or plat showing the location, sizes, and depth of any existing sewer lines and facilities which will directly serve parcels within the proposed development;
 - b. plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 and Circular DEQ-2 or Circular DEQ-4.
- d. Storm Water
 - i. Describe measures for the collection and disposal of storm run-off from streets and roads within the subdivision.
 - ii. Indicate the type of road surface proposed.
 - iii. Describe facilities for stream or drainage crossing (e.g., culverts, bridges).
 - iv. Describe how surface run-off will be drained or channeled from parcels.
 - iv. Indicate whether storm run-off will enter state waters and describe any proposed treatment measures. (A storm-water discharge permit may be required)
 - iv. Describe any existing or proposed streambank or shoreline alteration, and any proposed construction or modification of lake beds or stream channels. Provide information on location, extent, type, and purpose of alteration.
 - iv. Provide the grading and storm water or drainage plan as required by section II-3 Preliminary Plat Supplements, subsection (e) of this appendix.
- e. Solid Waste
 - i. Describe the proposed method of solid waste collection and disposal.

- ii. If use of an existing collection system or disposal facility is proposed, indicate the name and location of the facility.
 - iii. If on-site disposal of solid waste is proposed, provide the information required in ARM 17.36.309(2).
30. A form of Subdivision Improvements Agreement, if proposed;
 31. Letter requesting a revocation of agricultural covenants;
 32. Letter indicating locations of cultural or historic resources;
 33. Variance request or approval;
 34. Re-zoning application or approval;
 35. When required, a flood hazard evaluation which contains the following detailed information:[to be submitted to the Water Resources Division, Department of Natural Resources]:
 - a. Certification by a registered professional engineer;
 - b. An overall scaled plan view with identified scale for vertical and horizontal distance showing the following:
 - i. Watercourse
 - ii. floodplain boundaries
 - iii. location of property
 - iv. contours
 - v. cross-sections
 - vi. bridges or other contractions in the floodplains
 - vii. USGS gauging stations (if any);
 - c. The location and elevation of a temporary benchmark(s) established within the subdivision and referenced to mean sea level with appropriate elevation adjustment.
 - d. Cross-sectional information which contains the following information:
 - i. Elevations and stations that are determined at points representing significant breaks in ground slope and at changes in the hydraulic characteristics of the floodplain (i.e., points where ground cover, soil, or rock conditions change). Elevations must be reported in NAVD 88 or NGVD 29 datum.
 - ii. Each cross-section must cross the entire floodplain. The cross-section alignment should be perpendicular to the general flow of the watercourse (approximately perpendicular to contour lines). Occasionally, wide floodplains require a dog-leg alignment to be perpendicular to the anticipated flow lines. Shots should be taken at the water's edge and measurements taken (if elevation shots cannot be taken) to determine the channel bottom shape. Cross sections must be accurately located on a USGS 7 ½ minute quad sheet.
 - iii. The number of cross-sections needed, and the distance between cross-sections, will vary depending on the site, the slope of the watercourse, the slope of the channel, and the hydraulic characteristics of the reach. A minimum of four cross sections are required over the entire reach with at least two cross-sections at the property where the elevations are desired. Additional cross-sections must be taken at bridges, control structures, or natural constrictions in topography. [Photogrammetric methods may be used in lieu of cross sections whenever appropriate and when reviewed and approved by the county.]
 - e. A description and sketch of all bridges within the reach, showing unobstructed waterway openings and elevations.
 - f. Elevation of the water surface is to be determined by survey as part of each valley cross section.
 - g. Supporting Documentation, such as engineering reports of computer computations, calculations, and assumptions that may include:

- i. Hydrology (research of published hydrology or calculations showing how hydrology was derived)
 - ii. Input files (hardcopy and on diskette)
 - iii. Output files (diskette only)
- 36. Letter identifying and proposing mitigation for potential hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials; and
- 37. Such additional relevant and reasonable information as identified by the Subdivision Administrator during the pre-application meeting that is pertinent to the required elements of this section.

PART III ENVIRONMENTAL ASSESSMENT

Information specified in this Part must be provided in addition to that required in parts I and II of this application form, unless the proposed subdivision qualifies for an exemption under Section IV-A-1.b of the subdivision regulations.

Describe the following environmental features, provide responses to each of the following questions and provide reference materials as required.

1. Surface Water

Locate on a plat overlay or sketch map:

- a. Any natural water systems such as streams, rivers, intermittent streams, lakes or marshes (also indicate the names and sizes of each).
- b. Any artificial water systems such as canals, ditches, aqueducts, reservoirs, and irrigation systems (also indicate the names, sizes and present uses of each).
- c. Time when water is present (seasonally or all year).
- d. Any areas subject to flood hazard, or in delineated 100 year floodplain.
- e. Describe any existing or proposed streambank alteration from any proposed construction or modification of lake beds or stream channels. Provide information on location, extent, type and purpose of alteration, and permits applied for.

2. Groundwater

Using available datum, provide the following information:

- a. The minimum depth to water table and identify dates when depths were determined. What is the location and depth of all aquifers which may be affected by the proposed subdivision? Describe the location of known aquifer recharge areas which may be affected.
- b. Describe any steps necessary to avoid depletion or degradation of groundwater recharge areas.

3. Topography, Geology and Soils

- a. Provide a map of the topography of the area to be subdivided, and an evaluation of suitability for the proposed land uses. On the map identify any areas with highly erodible soils or slopes in excess of 15% grade. Identify the lots or areas affected. Address conditions such as:
 - i Shallow bedrock
 - ii Unstable slopes
 - iii Unstable or expansive soils
 - iv Excessive slope

- b. Locate on an overlay or sketch map:
 - i Any known hazards affecting the development which could result in property damage or personal injury due to:
 - A. Falls, slides or slumps -- soil, rock, mud, snow.
 - B. Rock outcroppings
 - C. Seismic activity.
 - D. High water table
- c. Describe measures proposed to prevent or reduce these dangers.
- d. Describe the location and amount of any cut or fill more than three feet in depth. Indicate these cuts or fills on a plat overlay or sketch map. Where cuts or fills are necessary, describe plans to prevent erosion and to promote vegetation such as replacement of topsoil and grading.

4. Vegetation

- a. On a plat overlay or sketch map:
 - (i) Indicate the distribution of the major vegetation types, such as marsh, grassland, shrub, coniferous forest, deciduous forest, mixed forest.
 - (ii) Identify the location of critical plant communities such as:
 - A. Stream bank or shoreline vegetation
 - B. Vegetation on steep, unstable slopes
 - C. Vegetation on soils highly susceptible to wind or water erosion
 - D. Type and extent of noxious weeds
- b. Describe measures to:
 - (i) Preserve trees and other natural vegetation (e.g. locating roads and lot boundaries, planning construction to avoid damaging tree cover).
 - (ii) Protect critical plant communities (e.g. keeping structural development away from these areas), setting areas aside for open space.
 - (iii) Prevent and control grass, brush or forest fires (e.g. green strips, water supply, access.)
 - (iv) Control and prevent growth of noxious weeds

5. Wildlife

- a. Identify species of fish and wildlife use the area affected by the proposed subdivision.
- b. On a copy of the preliminary plat or overlay, identify known critical wildlife areas, such as big game winter range, calving areas and migration routes; riparian habitat and waterfowl nesting areas; habitat for rare or endangered species and wetlands.
- c. Describe proposed measures to protect or enhance wildlife habitat or to minimize degradation (e.g. keeping buildings and roads back from shorelines; setting aside wetlands as undeveloped open space).

Part IV SUMMARY OF PROBABLE IMPACTS

Summarize the effects of the proposed subdivision on each topic below. Provide responses to the following questions and provide reference materials as required:

1. Effects on Local Services

- a. Indicate the proposed use and number of lots or spaces in each:
 - _____ Residential, single family
 - _____ Residential, multiple family
 - _____ Types of multiple family structures and number of each (e.g. duplex, 4-plex)
 - _____ Planned unit development (No. of units)
 - _____ Condominium (No. of units)
 - _____ Mobile Home Park
 - _____ Recreational Vehicle Park
 - _____ Commercial or Industrial
 - _____ Other (Please describe _____)

- b. Describe the additional or expanded public services and facilities that would be demanded of local government or special districts to serve the subdivision.
 - i. Describe additional costs which would result for services such as roads, bridges, law enforcement, parks and recreation, fire protection, water, sewer and solid waste systems, schools or busing, (including additional personnel, construction, and maintenance costs).

 - ii. Who would bear these costs (e.g. all taxpayers within the jurisdiction, people within special taxing districts, or users of a service)?

 - iii. Can the service providers meet the additional costs given legal or other constraints (e.g. statutory ceilings on mill levies or bonded indebtedness)?

 - iv. Describe off-site costs or costs to other jurisdictions may be incurred (e.g. development of water sources or construction of a sewage treatment plant; costs borne by a nearby municipality).

- c. Describe how the subdivision allows existing services, through expanded use, to operate more efficiently, or makes the installation or improvement of services feasible (e.g. allow installation of a central water system, or upgrading a country road).

- d. What is the present tax revenue received from the un-subdivided land?
 - i. By the County \$ _____
 - ii. By the municipality if applicable _____
 - iii. By the school(s) \$ _____

- e. Provide the approximate revenues received by each above taxing authority if the lots are reclassified, and when the lots are all improved and built upon. Describe any other taxes that would be paid by the subdivision and into what funds (e.g. personal property taxes on mobile/manufactured homes are paid into the County general fund).

- f. Would new taxes generated from the subdivision cover additional public costs?

- g. How many special improvement districts would be created which would obligate local government fiscally or administratively? Are any bonding plans proposed which would affect the local government's bonded indebtedness?

2. Effects on the Historic or Natural Environment

- a. Describe and locate on a plat overlay or sketch map known or possible historic, paleontological, archaeological or cultural sites, structures, or objects which may be affected by the proposed subdivision.
- b. How would the subdivision affect surface and groundwater, soils, slopes, vegetation, historical or archaeological features within the subdivision or on adjacent land? Describe plans to protect these sites.
 - i. Would any streambanks or lake shorelines be altered, streams rechanneled or any surface water contaminated from sewage treatment systems, run-off carrying sedimentation, or concentration of pesticides or fertilizers?
 - ii. Would groundwater supplies likely be contaminated or depleted as a result of the subdivision?
 - iii. Would construction of roads or building sites require cuts and fills on steep slopes or cause erosion on unstable, erodible soils? Would soils be contaminated by sewage treatment systems?
 - iv. Describe the impacts that removal of vegetation would have on soil erosion, bank, or shoreline instability.
 - v. Would the value of significant historical, visual, or open space features be reduced or eliminated?
 - vi. Describe possible natural hazards the subdivision be could be subject to (e.g., natural hazards such as flooding, rock, snow or land slides, high winds, severe wildfires, or difficulties such as shallow bedrock, high water table, unstable or expansive soils, or excessive slopes).
- c. How would the subdivision affect visual features within the subdivision or on adjacent land? Describe efforts to visually blend the proposed development with the existing environment (e.g. use of appropriate building materials, colors, road design, underground utilities, and revegetation of earthworks).

3. Effects on Wildlife and Wildlife Habitat

- a. Describe what impacts the subdivision or associated improvements would have on wildlife areas such as migration routes, nesting areas, wetlands, or important habitat for rare or endangered species.
- b. Describe the effect that pets or human activity would have on wildlife.

4. Effects on the Public Health and Safety

- a. Describe any health or safety hazards on or near the subdivision, such as: natural hazards, lack of water, drainage problems, heavy traffic, dilapidated structures, high pressure gas lines, high voltage power lines, or irrigation ditches. These conditions, proposed or existing should be accurately described with their origin and location identified on a copy of the preliminary plat.
- b. Describe how the subdivision would be subject to hazardous conditions due to high voltage lines, airports, highways, railroads, dilapidated structures, high pressure gas lines, irrigation ditches, and adjacent industrial or mining uses.
- c. Describe land uses adjacent to the subdivision and how the subdivision will affect the adjacent land uses. Identify existing uses such as feed lots, processing plants, airports or industrial firms which could be subject to lawsuits or complaints from residents of the subdivision.
- d. Describe public health or safety hazards, such as dangerous traffic, fire conditions, or contamination of water supplies which would be created by the subdivision.

PART V COMMUNITY IMPACT REPORT

Provide a community impact report containing a statement of estimated number of people coming into the area as a result of the subdivision, anticipated needs of the proposed subdivision for public facilities and services, the increased capital and operating cost to each affected unit of local government. Provide responses to each of the following questions and provide reference materials as required.

1. Education and Busing

- a. Describe the available educational facilities which would serve this subdivision.
- b. Estimate the number of school children that will be added by the proposed subdivision. Provide a statement from the administrator of the affected school system indicating whether the increased enrollment can be accommodated by the present personnel and facilities and by the existing school bus system. If not, estimate the increased expenditures that would be necessary to do so.

2. Roads and Maintenance

- a. Estimate how much daily traffic the subdivision, when fully occupied, will generate on existing streets and arterials.
- b. Describe the capability of existing and proposed roads to safely accommodate this increased traffic.
- c. Describe increased maintenance problems and increased cost due to this increase in volume.
- d. Describe proposed new public or private access roads including:
 - i. Measures for disposing of storm run-off from streets and roads.

- ii. Type of road surface and provisions to be made for dust.
 - iii. Facilities for streams or drainage crossing (e.g. culverts, bridges).
 - iv. Seeding of disturbed areas.
- e. Describe the closing or modification of any existing roads.
 - f. Explain why road access was not provided within the subdivision, if access to any individual lot is directly from arterial streets or roads.
 - g. Is year-round access by conventional automobile over legal rights-of-way available to the subdivision and to all lots and common facilities within the subdivision? Identify the owners of any private property over which access to the subdivision will be provided.
 - h. Estimate the cost and completion date of the system, and indicate who will pay the cost of installation, maintenance and snow removal.

3. Water, Sewage, and Solid Waste Facilities

- a. Briefly describe the water supply and sewage treatment systems to be used in serving the proposed subdivision (e.g. methods, capacities, locations).
- b. Provide information on estimated cost of the system, who will bear the costs, and how the system will be financed.
- c. Where hook-up to an existing system is proposed, describe estimated impacts on the existing system, and show evidence that permission has been granted to hook up to the existing system.
- d. All water supply and sewage treatment plans and specifications will be reviewed and approved by the Department of Environmental Quality (DEQ) and should be submitted using the appropriate DEQ application form.
- e. Describe the proposed method of collecting and disposing of solid waste from the development.
- f. If use of an existing collection system or disposal facility is proposed indicate the name and location of the facility.

4. Fire and Police Protection

- a. Describe the fire and police protection services available to the residents of the proposed subdivision including number of personnel and number of vehicles or type of facilities for:
 - i. Fire protection -- is the proposed subdivision in an existing fire district? If not, will one be formed or extended? Describe what fire protection procedures are planned?
 - ii. Law --Enforcement protection – Which of --is the proposed subdivision within the jurisdiction of a County Sheriff or municipal police department
- b. Can the fire and police protection service needs of the proposed subdivision be met by present personnel and facilities? If not, describe the additional expenses that would be necessary to make these services adequate, and who would pay the costs?

5. Payment for extension of Capital Facilities

Indicate how the sub-divider will pay for the cost of extending capital facilities resulting from expected impacts directly attributable to the subdivision.

ADMINISTRATIVE MATERIALS "B"
FINAL PLAT APPROVAL FORM

Date _____

1. Name of Subdivision _____
2. Location: _____ 1/4 Section _____ Township _____ Range _____ For Amended Plats: Lot(s) _____ Block(s) _____ Subdivision
3. Name, address and telephone number of subdivider:

4. Name, address and telephone number of persons of firms providing services and information (e.g.: surveyor, engineer, designer, planning consultant, attorney):

5. Descriptive Data:
 - a. Gross area in acres _____
 - b. Number of lots or rental spaces _____
 - c. Existing zoning or other regulations _____

6. Date Preliminary Plat Approved: _____
7. Any Conditions? _____ (If Yes, attach list of conditions.)
8. Any Deed Restrictions or covenants? _____ (If Yes, attach a copy.)
9. All improvements installed? _____ (If No, attach a subdivision improvements agreement or guarantees.)
10. List of materials submitted with this application:
 - a. _____
 - b. _____
 - c. _____

 - d. _____
 - e. _____
 - f. _____

I do hereby certify that all the statements and information and the statements and information contained in all exhibits transmitted herewith are true. I hereby apply to the City Council of the City of Harlem for approval of the final plat of (Name of Subdivision).

Subdivider

FOR OFFICIAL USE ONLY

1. Application Number _____
2. Date Application Submitted _____
3. Date by which Final Plat must be approved or rejected _____

**ADMINISTRATIVE MATERIALS “C”
SAMPLE CERTIFICATES**

Certificate of Completion of Public Improvements

Certificate of Surveyor – Final Plat

Certificate of Dedication – Final Plat

Certificate of Consent to Dedication by Encumbrances

Certificate of Waiver of Park Land Dedication and Acceptance of Cash in Lieu Thereof

Certificate of Examining Land Surveyor Where Required – Final Plat

Certificate of County Treasurer

Certificate of Final Plat Approval – City

Certificate of Filing by Clerk and Recorder

Certificate of Completion of Public Improvements Agreement

(To be submitted with application for approval of final subdivision plat)

CERTIFICATE OF COMPLETION

I, (Name of Subdivider), and I, (Name of Subdivider's Registered Engineer), a registered professional engineer licensed to practice in the State of Montana, hereby certify that the following public improvements, required as a condition of approval of (Name of Subdivision), have been installed in conformance with the attached engineering specifications and plans: (List the improvements actually installed.)

Signature of Subdivider

Date

Signature of Professional Engineer

Date

Registration No. _____

Address

(Engineers Seal)

Certificate of Waiver of Park Land Dedication and Acceptance of Cash in Lieu Thereof

I, (_____), Blaine County Clerk and Recorder, Blaine County, Montana, do certify that the following order was made by the Blaine County Commissioners at a meeting thereof held on the _____ day of _____, 20 ____, and entered into the proceedings of said Body to-wit: “Inasmuch as the dedication of park land within the platted area of (Name of Subdivision) is undesirable for the reasons set forth in the minutes of this meeting, it is hereby ordered by the Blaine County Commissioners that land dedication for park purposes be waived and that cash in lieu of park with the provisions of Title 76, Chapter 3, MCA.”

In witness whereof, I have hereunto affixed the seal of Blaine County,, Montana this _____ day of _____, 20 ____.

(Seal)

(Signature of Clerk)

Certificate of Examining Land Surveyor Where Required – Final Plat

I, (Name of Examining Land Surveyor), acting as an Examining Land Surveyor for Blaine County, Montana, do hereby certify that I have examined the final plat of (Name of Subdivision) and find that the survey data shown thereon meet the conditions set forth by or pursuant to Title 76, Chapter 3, Part 4, MCA.

Dated this _____ day of _____, 20 ____.

(Signature)

(Name of Surveyor)

Registration No. _____

(City or County)

Certificate of County Treasurer

I hereby certify, pursuant to Section 76-3-611(1)(b), MCA, that all real property taxes assessed and levied on the land described below and encompassed by the proposed (Name of Subdivision) have been paid:

(legal description of land)

Dated this _____ day of _____, 20 ____.

(seal)

(Signature of County Treasurer) Treasurer,
Blaine County, Montana

Certificate of Final Plat Approval – City of Harlem

The City Council of the City of Harlem, Montana does hereby certify that it has examined this subdivision plat and having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this _____ day of _____, 20 ____.

(Signatures of Commissioners)

ATTEST:

(Signature of Clerk and Recorder)

(Seal of County)

Blaine County, Montana

Certificate of Final Plat Approval – City

The (Council) of the City of Harlem of Harlem, Montana does hereby certify that it has examined this subdivision plat and, having found the same to conform to law, approves it, and hereby accepts the dedication to public use of any and all lands shown on this plat as being dedicated to such use, this _____ day of _____, 20 ____.

by (Signature of City or Town Clerk)
Clerk

(Signature of Mayor)
Mayor

Certificate of Filing by Clerk and Recorder

STATE OF MONTANA)
) ss.
County of _____)

Filed for record this _____ day of _____, 20 ____, at _____ o'clock.

(Signature of Clerk and Recorder)
County Clerk and Recorder, Blaine County, Montana

**ADMINISTRATIVE MATERIALS “D”
SUBDIVISION IMPROVEMENTS AGREEMENT; GUARANTY**

MODEL SUBDIVISION IMPROVEMENT AGREEMENT

The parties to this Subdivision Improvements Agreement (“this agreement”) are _____ (“the sub-divider”) and _____ (“the City”).

WHEREAS, the sub-divider desires to defer construction of improvements described in Attachment (___); and

WHEREAS, the purpose of this Agreement is to protect the City of Harlem and is not intended for the benefit of contractors, suppliers, laborers or others providing work, services, or materials to the Subdivision, or for the benefit of lot or home buyers in the Subdivision; and

WHEREAS, the mutual promises, covenants and obligations contained in this Agreement are authorized by state law and the County subdivision regulations.

NOW THEREFORE THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Effective Date: The effective date of this Agreement is the date that final subdivision plat approval is granted by the County.
2. Attachments: The Attachments cited herein are hereby made a part of this Agreement.

Subdivider’s Obligations

3. Improvements: The Subdivider shall construct and install, at his own expense, those subdivision improvements listed in Attachment (___) of this Agreement. The Subdivider’s obligation to complete the improvements arises upon approval of the final subdivision plat, is not conditioned on the commencement of construction in the development or sale of any lots or improvements within the subdivision, and is independent of any obligations of the City (or County) contained in this Agreement.
4. Security: To secure the performance of his obligations under this Agreement, the Subdivider shall deposit with the City (or County) on or before the effective date, an Irrevocable Letter of Credit (or other financial security acceptable to the local officials) in the amount of \$ _____. The letter of credit shall be issued by (lending institution), be payable at sight to the City (or County) at any time upon presentation of (1) a sight draft drawn on the issuing lending institution in the amount up to \$ _____, (2) a signed statement or affidavit executed by an authorized City (or County) official stating that the Subdivider is in default under this Agreement; and (3) the original copy of the letter of credit.
5. Standards: The Subdivider shall construct the required improvements according to the standards and specifications required by the City (or County) as specified in Attachment (___) of this Agreement.

6. Warranty: The Subdivider warrants that each and every improvement shall be free from defects for a period of 1 year from the date that the City accepts the dedication of the last improvement completed by the Subdivider.
7. Commencement and Completion Periods: The Subdivider shall complete all of the required improvements within (2) years from the effective date of this Agreement.
8. Compliance with Law: The Subdivider shall comply with all relevant laws, ordinances, regulations and requirements in effect at the time of subdivision plat approval when meeting his obligations under this Agreement.

City's Obligations

9. Inspection and Certification:
 - a. The City shall provide for inspection of the improvements as they are completed and, where found acceptable, shall certify those improvements as complying with the standards and specifications set forth in Attachment (___) of this Agreement. The inspection and certification, shall occur within 14 days of notice by the Subdivider that the improvements are complete and that he desires City inspection and certification. Before requesting City certification of any improvement the Subdivider shall present to the City valid lien waivers from all persons providing materials or performing work on the improvement.
 - b. Certification by the City does not constitute a waiver by the City of the right to draw funds under the letter of credit in the event defects in or failure of any improvement are found following the certification.
10. Notice of Defect: The City shall provide timely notice to the Subdivider whenever inspection reveals that an improvement does not conform to the standards and specifications set forth in Attachment (___), or is otherwise defective. The Subdivider shall have 30 days from the date the notice is issued to remedy the defect. The City may not declare a default under this Agreement during the 30 day remedy period unless the Subdivider clearly indicates he does not intend to correct the defect. The Subdivider shall have no right to correct the defect in, or failure of, any improvement found after the City accepts dedication of the improvements
11. Reduction of Security: After the acceptance of any improvement, the amount that the City is entitled to draw on the letter of credit shall be reduced by an amount equal to 90 percent of the estimated cost of the improvement as shown in Attachment (___). At the request of the Subdivider, the City shall execute a certificate verifying the acceptance of the improvement and waiving its right to draw on the letter of credit to the extent of the amount. Upon the certification of all of the improvements the balance that may be drawn under the credit shall be available to the City for the one year warranty period plus an additional 90 days.
12. Use of Proceeds: The City shall use funds drawn under the letter of credit only for the purposes of completing the improvements or correcting defects in or failure of the improvements.

Other Provisions

13. Events of Default: The following conditions, occurrences or actions constitute a default by the Subdivider during the completion period:

- a. failure to complete construction of the improvements within two years of final subdivision plat approval;
 - b. failure to remedy the defective construction of any improvement within the remedy period;
 - c. insolvency of the Subdivider or the filing of a petition for bankruptcy;
 - d. foreclosure of the property or assignment or conveyance of the property in lieu of foreclosure.
14. Measure of Damages: The measure of damages for breach of this Agreement is the reasonable cost of completing the improvements. For purposes of this Agreement the estimated cost of the improvements as specified in Attachment (__) is prima facie evidence of the minimum cost of completion. However, neither that amount nor the amount of the letter of credit establishes the maximum amount of the Subdivider's liability. The City may complete all unfinished improvements at the time of default regardless of the extent to which development has taken place in the Subdivision or whether development ever was commenced.
15. Local Government Rights Upon Default:
- a. Upon the occurrence of any event of default, the City may draw on the letter of credit to the extent of the face amount of the credit less the estimated cost [as shown in Attachment (__)] of all improvements previously certified by the City. The City may complete improvements itself or contract with a third party for completion, or the City may assign the proceeds of the letter of credit to a subsequent subdivider who has acquired the Subdivision and who has the same rights of completion as the City if and only if the subsequent subdivider agrees in writing to complete the unfinished improvements.
 - b. In addition, the City may suspend final plat approval. During this suspension the Subdivider may not sell, transfer or otherwise convey lots or homes within the Subdivision without the express approval of the City until the improvements are completed and certified by the City.
16. Indemnification: The Subdivider agrees to indemnify and hold the City harmless for and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of work under this Agreement. The Subdivider is not an employee or agent of the City.
17. Amendment or Modification: The Parties to this Agreement may amend or modify this Agreement only by written instrument executed on behalf of the City and by the Subdivider.
18. Attorney's Fees: Should either party be required to resort to litigation, arbitration or mediation to enforce the terms of this Agreement, the prevailing party, whether plaintiff or defendant, is entitled to costs, including reasonable attorney's fees and expert witness fees, from the opposing party. If the court, arbitrator or mediator awards relief to both parties, each shall bear its own costs in their entirety.
19. Third Party Rights: No person or entity who is not party to this Agreement has any right of action under this Agreement, except that if the City does not exercise its rights within 60 days following an event of default, a purchaser of a lot or home in the Subdivision may bring an action in mandamus to compel the City to exercise its rights.

20. Scope: The Agreement constitutes the entire agreement between the parties and no statement, promise or inducement that is not contained in this Agreement is binding on the parties.
21. Time: For the purpose of computing the commencement and completion periods, and time periods for City action, times in which war, civil disasters, acts of God or extreme weather conditions occur will not be included if the events prevent the Subdivider or the City from performing the obligations under this Agreement.
22. Assigns: The benefits of this Agreement to the Subdivider may not be assigned without the express written approval of the City. Such approval may not be withheld unreasonably, but any unapproved assignment is void. There is no prohibition on the right of the City to assign its rights under this Agreement.

The City shall release the original Subdivider's letter of credit if it accepts a new security from any subdivider or lender who obtains the property. However, no action by the City constitutes a release of the original subdivider from his liability under this Agreement.

23. Severability: If any part, term or provision of this Agreement is held by the courts to be illegal the illegality shall not affect the validity of any other part, term or provision, and the rights of the parties shall be construed as if the part, term or provision were never part of the Agreement.

Dated this ___ day of _____, 20__.

City Official

Subdivider

ACCEPTABLE FORMS OF IMPROVEMENTS GUARANTEES

Comment:

The following are acceptable means of guaranteeing subdivision improvements agreements, although others may also be acceptable. The irrevocable letter of credit is often the preferable guaranty because it is usually feasible for a subdivider to secure, and the local government can readily obtain funds to complete the required improvements should the subdivider fail to install the required the improvements. A suggested irrevocable letter of credit and commentary are included as part of this Appendix. The other common guaranties are also explained below.

The subdivider shall provide one or more of the following financial security guarantees in the amount of 125 percent of the estimated total cost of installing all required improvements.

1. Letter of Credit

Subject to governing body approval, the subdivider shall provide the governing body a letter of credit from a bank or other reputable institution or individual certifying the following:

- a. That the creditor guarantees funds in an amount equal to 125% of the cost, as approved by the governing body, of completing all required improvements.
- b. That if the subdivider fails to complete the specified improvements within the required period, the creditor shall immediately pay to the governing body upon presentation of a sight draft without further action, an amount of cash necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
- c. That this letter of credit may not be withdrawn, or reduced in amount, until released by the governing body.

2. Escrow Account

The subdivider shall deposit cash, or collateral readily convertible to cash at face value, either with the governing body or in escrow with a bank. The use of collateral other than cash, and the selection of the bank where funds are to be deposited must be approved by the governing body.

Where an escrow account is to be used, the subdivider shall give the governing body an agreement with the bank guaranteeing the following:

- a. That the funds in the escrow account are to be held in trust until released by the governing body and may not be used or pledged by the subdivider as security for any obligation during that period.
- b. That, should the subdivider fail to complete the required improvements, the bank shall immediately make the funds in escrow available to the governing body for completing these improvements.

3. Property Escrow

The subdivider may offer as a guarantee land or other property, including corporate stocks or bonds. The value of any real property to be used, accounting for the possibility of a decline in its value

during the guarantee period, must be established by a licensed real estate appraiser or securities broker, as applicable, at the subdivider's expense. The governing body may reject the use of property as collateral when the property value is unstable, when the property may be difficult to sell, or when other factors exist which will inhibit the exchange of the property for an amount of money sufficient to complete required improvements.

When property is offered as an improvement guarantee, the subdivider shall:

- a. Enter an agreement with the escrow agent instructing the agent to release the property to the governing body in the case of default. The agreement must be placed on file with the county Clerk and Recorder.
- b. File with the governing body an affidavit affirming that the property to be used as a guarantee is free and clear of any encumbrances or liens at the time it is to be put in escrow.
- c. Execute and file with the governing body an agreement stating that the property to be placed in escrow as an improvement guarantee will not be used for any other purpose, or pledged as a security for any other matter until it is released by the governing body.

4. Sequential Development

Where a subdivision is to be developed in phased portions, the governing body may, at its discretion, waive the use of a guarantee on the initial portion, provided that the portion contains no more than 25 lots, or 50 percent of the total number of lots in the proposed subdivision, whichever is less. The governing body may grant final plat approval to only one portion at a time. The plat approval for each succeeding portion will be contingent upon completion of all improvements in each preceding portion and acceptance of those improvements by the governing body. Completion of improvements in the final portion of the subdivision must be guaranteed through the use of one of the other methods detailed in this section.

5. Surety Performance Bond

The bond must be executed by a surety company authorized to do business in the State of Montana and acceptable as a surety to the governing body and countersigned by a Montana agent. The bond must be payable to the County by the governing body.

6. Special Improvements District

The governing body may enter into an agreement with the subdivider, and the owners of the property proposed for subdivision if other than the subdivider, that the installation of required improvements will be financed through a special or rural improvement district created pursuant to Title 7, Chapter 12, MCA. This agreement must provide that no lots within the subdivision shall be sold, rented, or leased, and no contract for the sale of lots executed, before the improvement district has been created.

If the proposed subdivision lies in an unincorporated area, the subdivider, or other owners of the property involved must also petition the board of county commissioners to create a rural improvement district pursuant to Section 7-12-2102, MCA.

An agreement to finance improvements through the creation of a special improvement district, or a petition to create a rural improvement district, constitutes a waiver by the subdivider or the other owners of the property of the right to protest, or petition against, the creation of the district under

either Section 7-12-2109 or Section 7-12-4110, MCA. This waiver must be filed with the county Clerk and Recorder and shall be deemed to run with the land.

Comment:

Local officials should be cautious in accepting special improvement districts or rural improvement districts as forms of improvements guaranties. In a number of cases in Montana, the subdivider has been unable to pay the assessments, and the city or county has had to bear the cost of completing the required improvements. These problems occur most frequently where improvement districts are formed as a means to provide improvements on raw land, and local officials may want to avoid creating improvement districts for undeveloped property.

Local officials should consult a bond underwriter before accepting an improvement district as a form of improvements guaranty.

Letters of credit may be revocable, so it is important to express that the letter of credit is irrevocable. Because the letter of credit does not incorporate the subdivision improvement agreement, the issuer of the credit cannot raise objections to the demand for payment. If the letter of credit specifies that the local government need only present a signed statement or affidavit that the subdivider is in default, the local government need not present proof of default or signed statements from any other party.

Under the letter of credit the local government is committed to use the funds for completion of the improvement.

It is important that the expiration date of the letter of credit allows the local government a reasonable amount of time after the improvements completion deadline to inspect the improvements and, if defects are found, prepare proper drafts and present a notice of default to the lending institution.

Lending institutions may be reluctant to issue letters of credit to be in force for long periods of time. Typically, improvements can be completed in 18-24 months, and an additional 1 year warranty period is appropriate to allow the local government to monitor for defects or failures. Following the warranty period an additional 90 days is reasonable to give local officials time to submit any drafts and documentation to draw funds, if necessary.

A "sight draft" commits the payor to make payment at the time the draft is presented, or on sight. Other types of drafts allow a waiting period or approval before the payor must make the payment.

MODEL

IRREVOCABLE LETTER OF CREDIT

Letter of Credit No. ____

Name of Local Government
Address

Date

Gentlemen:

We hereby establish in your favor our Irrevocable Letter of Credit # ____ for the account of (Subdivider), available by your drafts at sight up to an aggregate amount of \$ _____. Should (Subdivider) default or fail to complete the improvements under the terms specified in the attached subdivision improvements agreement for (name of subdivision) we shall pay on demand your sight draft or drafts for such funds, to the limit of credit set forth herein, as are required to complete said improvements.

All drafts must be presented prior to expiration date and this Letter of Credit must accompany the final draft for payment. Drafts drawn hereunder must be by sight draft marked:

“Drawn under (lending institution), Letter of Credit # ____
dated (date of Letter of Credit),” and the amount drawn endorsed on the reverse hereof by the lending institution.

Unless otherwise stated, this Letter of Credit is subject to the Uniform Customs and Practices for Commercial Documentary Credits (1983 Revision) International Chamber of Commerce. We hereby agree with the drawers, endorsers and bona fide holders of the drafts drawn under and in compliance with the terms of this Credit that these drafts shall be duly honored upon presentation to the drawee.

This letter of credit may not be withdrawn or reduced in any amount prior to its expiration date except by your draft or written release.

(Lending Institution)

(Signature and Title of Official)

ADMINISTRATIVE MATERIALS "E"

GRANT OF ACCESS EASEMENT

THIS INDENTURE, made and entered into this ____ day of _____, 20 ____, by and between _____, of _____, Montana, hereinafter referred to as the "Grantor", and _____ (subdivider) of _____, Montana, hereinafter referred to as the "Grantee."

THE GRANTOR does hereby give, grant and convey unto the Grantee, its successor and assigns, the right, privilege and authority to construct, reconstruct, maintain, operate, repair, improve, and to travel upon and use, a road and its necessary fixtures and appurtenances through, over, and across a corridor, 60 feet wide, shown on the attached Certificate of Survey, extending across the following described tract(s) of land:

(legal description of Grantor’s property over which easement is granted)

THIS GRANT of right and authority shall run with the said property and be binding on the Grantor, its successors, all subsequent owners and any parties having right, title, or interest in the said property.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand this ____ day of _____, 20 ____.

Grantor

STATE OF MONTANA)
) ss.
County of _____)

On this ____ day of _____, 20 ____, before me, the undersigned, a Notary Public for the State of Montana, personally appeared _____, known to me to be the persons whose name is subscribed to the within instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal this ____ day of _____, 20 ____.

Notary Public for the State of Montana
Residing at _____, Montana
My commission expires _____

