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ELEMENT CHECKLIST FOR SUBDIVISION APPLICATION PACKETS (RCSR Appendix A, Checklist Revised 9/23/16)

Subdivision Name:

Subdivider/Landowner Name(s):

Consultant Name:

Date Preliminary Plat Application Received:

Element Review Deadline:

Yes	No	N/A	Item # (as numbered in RCSR Appendix A; #43-#46 are additional requirements not listed in Appendix A.)	When Required/Staff Comments (if any)
			1) <u>Receipt for Required Review Fees</u>	All Subdivisions and Variance applications
			2) <u>List of Names and Mailing Addresses</u> of each landowner (including each purchaser under contract for deed) for land adjoining, and within 300 feet of, the subject property, as filed with the Clerk and Recorder's Office	All Subdivisions
			3) <u>Subdivision Preliminary Plat Application Form</u>	All Subdivisions
			4) <u>Previously Approved Variances</u>	Subdivisions with approved Variance requests
			5) <u>Completed Variance Application(s)</u>	As necessary for the Subdivision application
			6) <u>Preliminary Plat/Plan</u>	All Subdivisions
			7) <u>Reduced Copy of Preliminary Plat/Plan</u> (8.5"x11" or 8.5"x14" or 11"x17")	All Subdivisions
			8) <u>Phasing Plan and Schedule</u>	For Subdivisions proposing phases
			9) <u>Vicinity Map</u> - 8 1/2" x 11" or 11" x 17"	All Subdivisions
			10) <u>Aerial Photo</u> (2004 or later) of the property and the general area - 8.5"x11" or 11"x17"	All Subdivisions
			11) <u>Plans for addressing Additional Provisions for Mobile Home Parks</u>	Mobile Home Park Subdivisions
			12) <u>Plans for addressing Additional Provisions for Recreational Vehicle Parks</u>	Recreational Vehicle Park Subdivisions
			13) <u>Condominium Checklist</u>	Subdivisions proposing Condominiums

Yes	No	N/A	Item # (as numbered in RCSR Appendix A; #43-#46 are additional requirements not listed in Appendix A.)	When Required/Staff Comments (if any)
			14) <u>Proposed Covenants</u>	When Covenants are proposed, per the Subdivision Application Form
			15) <u>Title Report</u>	All Subdivisions
			16) <u>Other Existing Covenants, Deed Restrictions, Easements, and other Recorded Restrictions not included in the Title Report</u>	All Subdivisions
			17) <u>Environmental Assessment</u>	Major Subdivisions
			18) <u>Community Impact Report</u>	Major Subdivisions
			19) <u>Summary of Probable Impacts</u>	All Subdivisions
			20) <u>Soils Map and Related Soils Information</u>	All Subdivisions
			21) <u>Letter from the Montana State Historic Preservation Office (SHPO) detailing evidence of known locations (or lack thereof) of any cultural or historic resources</u>	All Subdivisions
			If the response letter from SHPO indicates that cultural and/or historical resources have a potential to be located on the subject property, the applicant shall perform an archaeological resources inventory which shall be submitted with the preliminary plat application (21a)	
			22) <u>The Ground Disturbance and Noxious Weed Management Plan for the control of noxious weeds and the revegetation of all soils disturbed within the subdivision, submitted to the Ravalli County Weed District</u>	All Subdivisions
			23) <u>One Copy of all Materials submitted to RCEHD for Water and Sanitation Information required per MCA 76-3-622</u>	All Subdivisions
		X	24) <u>RCEHD Completed and Approved Checklist (**NOT NEEDED UNTIL SUFFICIENCY REVIEW STAGE**)</u>	
			25a) <u>Concept Plans for Public Water Systems, prepared by a Professional Engineer</u>	When the Subdivision is proposed to be served by an existing Public Water System, or a Central Water Supply System is proposed
			25b) <u>Concept Plans for Wastewater Treatment Systems, prepared by a Professional Engineer</u>	When the Subdivision will be served by an existing Sewer District, or when a Private Community System is proposed
			26) <u>Documentation of Existing Water Rights or Water Shares</u>	All Subdivisions with water rights or water shares

Yes	No	N/A	Item # (as numbered in RCSR Appendix A; #43-#46 are additional requirements not listed in Appendix A.)	When Required/Staff Comments (if any)
			27) <u>Master Irrigation Plan</u>	Required when an irrigation water right or share will be conveyed with one or more lots within the subdivision. *HOA requirements for water delivery systems apply (final plat requirement) when average lot size is less than 5 acres.
			28) <u>List of Names and Addresses of All Downstream Irrigation Users of any irrigation infrastructure proposed to be relocated or altered, when the irrigation infrastructure or water rights associated with the proposed subdivision are not subject to a contract or interest in a public or private entity formed to provide the use of a water right on the subdivision lots.</u>	When Irrigation Infrastructure is proposed to be altered or relocated
			29a) <u>Documentation from the appropriate Irrigation Company or District Approving the Relocation or Alteration of Irrigation Infrastructure</u>	Required when the proposed Subdivision is subject to a contract or interest in a public or private entity formed to provide the use of a water right on the subdivision lots.
			29b) <u>Documentation from the appropriate Irrigation Company or District Approving the Distribution of Water Right Shares</u>	Required when the proposed Subdivision is subject to a contract or interest in a public or private entity formed to provide the use of a water right on the subdivision lots.
			30) <u>Statement of intent to Sever all Surface Water Rights</u>	Required when irrigation water will not be allocated to the proposed Subdivision lots.
			31) <u>Documentation showing that the applicant has applied for Necessary Permits, including all relevant reports supporting those permits, where applicable</u> - such as, but not limited to, those from the Bitterroot Conservation District, USACE, and/or Ravalli County Floodplain Program	When work is proposed in or near Floodplains, Drainages, or Wetlands
			32) <u>Documentation of Legal and Physical Access</u>	All Subdivisions
			33) <u>Preliminary Approach and Encroachment Permits from MDOT and/or the RCRBD, as appropriate, or clear evidence from MDOT or RCRBD that the proposed approaches are approvable</u>	For Subdivisions accessing a road maintained by the County and/or State
			34) <u>Traffic Impact Analysis</u>	One alternative for a Subdivision containing fewer than 50 lots that abuts a County-operated roadway; the other alternative is a Pro-Rata Share contribution. A Traffic Impact Analysis is required for a Subdivision containing 50 or more lots that abuts a County-operated roadway, as well as for a Subdivision of any number of lots that abuts a non-County-operated roadway (see RCSR 12-3(G)(1-2)).

Yes	No	N/A	Item # (as numbered in RCSR Appendix A; #43-#46 are additional requirements not listed in Appendix A.)	When Required/Staff Comments (if any)
			35) <u>Preliminary Pro-Rata Share Calculation for the proposed subdivision, completed or approved by the RCRBD within 6 months of the date of the preliminary plat application submission</u>	One alternative for a Subdivision containing fewer than 50 lots that abuts a County-operated roadway; the other alternative is a Traffic Impact Analysis (see RCSR 12-3(G)(1)(a))
			36) <u>Preliminary Roadway Maintenance Agreement</u>	Required for all private roadways and common driveways that provide legal and physical access to lots within the Subdivision.
			37-38) <u>Conceptual Roadway Design, Grading and Drainage, and Stormwater Management Plans, or, alternatively, Preliminary Engineering Plans to be reviewed in accordance with the RCRBD Subdivision Assessment Coordination Policy, and, in either case, evidence that the plans and applicable fees have been submitted to the RCRBD.</u>	Required when a roadway must be constructed/reconstructed on-site or off-site.
		X	39) <u>Roadway Plans Approval Packet from the RCRBD.</u> If Preliminary Engineering Plans are submitted, the approval packet should include the correspondence between the consulting engineer and the applicant. (**NOT NEEDED UNTIL SUFFICIENCY REVIEW STAGE**)	
			40) <u>High Fire Hazard Area Management Plan</u>	If Staff determines the potential for a Wildland Fire Hazard
			41) <u>Any Additional Relevant Information identified by the Planning Department during the pre-application conference or application process that is pertinent to the required elements or the review criteria in the MSPA and the Ravalli County Subdivision Regulations (RCSR)</u>	All Subdivisions
			42) <u>Any Other Documentation needed as evidence that the subdivision meets the Design and Development Standards in RCSR Chapter 12</u>	All Subdivisions
			43) <u>Statement of Proposed Mitigation for potential hazards or other potentially significant adverse impacts identified in the pre-application conference, and not covered by other required materials</u>	All Subdivisions
			44) <u>Letter requesting a revocation of agricultural covenant</u>	When an Agricultural Covenant is on the parcel
			45) <u>Letter from the Montana Natural Heritage Program (MNHP), with accompanying data report and map, identifying any Sensitive Species (plant and/or animal) located within the same PLSS Section(s) as the proposed subdivision</u>	All Subdivisions

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			<p>If the MNHP letter and accompanying documents identify plant and/or animal species of special concern, or community of special concern, within the same PLSS Section(s) as the proposed subdivision, a Sensitive Species Report shall be prepared and submitted, addressing the MNHP-identified species. A Sensitive Species Report may be waived, if clear evidence is presented in the required Summary of Probable Impacts (SOPI) document (RCSR Appendix G) that the subject property could not support the identified species or community. Plant species are to be addressed in the "Natural Environment" section of the SOPI, and animals in the "Wildlife" and "Wildlife Habitat" sections, regardless of whether a Sensitive Species Report is required.</p>	
			<p>46) Floodplain Analysis or Waiver Request (see RCSR Appendix J)</p>	<p>When any portion of a Subdivision is located: (A) less than 1,000 horizontal feet, and less than 10 vertical feet, of a perennial stream draining an area of 15 square miles or more, where no official floodplain delineation has been completed; or (B) less than 100 horizontal feet, and less than 10 vertical feet, of a perennial stream draining an area of less than 15 square miles, where no floodplain delineation has been completed. Alternatively, a 200-foot no-build zone, centered on the stream, shall be designated on the face of the preliminary and final plats (applicable only to Section B above.) The Floodplain Manager may waive the floodplain analysis, if it can be clearly demonstrated that a significant topographic feature clearly identifies the probable extent of the floodplain, or an existing floodplain analysis is on file that clearly shows the location of the floodplain.</p>
			<p>The applicant shall provide to the Planning Department a scaled exhibit with the preliminary plat application depicting the drainage area, and detailing the methodology used to calculate the drainage area. The drainage area shall be calculated from the farthest downstream point of the stream that is intersected by a 1,000-foot radius as measured from the perimeter of the subdivision (see RCSR Section 12-6, Figure 12-3.)</p>	
<p>Note: Other information may be required, as needed, to address the subdivision review criteria and the design standards outlined in Chapter 12 of the Ravalli County Subdivision Regulations, depending on the uniqueness of a particular application. This list may also be amended from time to time.</p>				