1. PRE-APPLICATION MEETING REQUEST

Application Fee - $150.00

Please complete this form and attach all required materials and submit it to the subdivision administrator in order to schedule a pre-application meeting. The subdivision administrator will contact you and hold the meeting within 30 days.

Applicant Information:

Pre-application Date:_____ Preliminary Plat Review Fee: _____

Type of Subdivision: First Minor:___Subsequent Minor:__Major:_____Amended: ___

Working Name of Subdivision:_____

Name of Landowner: _____
Phone:_____Email Address:_____
Address:_____City:_____State:_____Zip:_____

Name of Subdivider/Applicant: _____
Phone:_____Email Address: _____
Address:_____City:_____State:_____Zip:_____

Surveyor/Engineer:_____
Phone:_____Email Address: _____
Address:_____City:_____State:_____Zip: _____

Parcel Description:

Legal Description:_____of Section____Township_____N Range_____W

Parcel Total Size:_____ Number of Lots: _____

Sanitation: local:____or DEQ_____ Flood Plain: FIRM Map No._____

Road Access: _____

Existing Use:_____Proposed Use: _____

Type of development: Single Family_____Multi-Family_____Condominium _____
Commercial/Industrial_____ Other, describe _____

Jurisdictional Area: _____

The following information must be submitted with this form:

Attachments

1. Existing Conditions Sketch Map;

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:

- location;
- approximate tract and lot boundaries of existing tracts of record;
- description of general terrain;
- natural features on the land, including water bodies, floodplains geologic hazards, and soil types:
- existing structures and improvements;
- existing utility lines and facilities serving the area to be subdivided
- existing easements and rights of way;

2. Proposed Improvements Sketch Map;

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:

- tract and proposed lot boundaries;
- proposed public and private improvements;
- location of utility lines and facilities;
- easements and rights of way;
- parks and open space and proposed conservation

3. Documentation on the current status of the site, including:

- ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide;
- water rights, including location of Agricultural Water User Facilities;
- any special improvement districts;
- rights of first refusal for the property;
- existing zoning or development; regulation standards;
- existing conservation easements;
- existing covenants or deed restrictions;
- any special improvement districts and
- legal access

Please provide one paragraph narrative description of the development project: _____

_____

_____

_____

_____

_____

This form services as written notice that requires the subdivider to meet with the Subdivision Administrator to review subdivision application prior to the subdivider submitting the application meets the requirements of Section 76-3-504(1)(q)(i), MCA. This form is only a record of a pre-application meeting between the applicant and the Mineral County Subdivision Administrator. The applicant is hereby notified that this completed form, as well as anything discussed at the related meeting, does not guarantee Mineral County's approval or conditional approval in any way of the applicant's proposed subdivision.

Applicant Signature _____ Date _____