

APPENDIX 19 FINAL PLAT CHECKLIST

Section A: Completed by Subdivider

Name of Preliminary Plat:

Location:

Property Owner:

Legal Description:

Property Geocode/Parcel ID:

Date of Completion by Subdivider:

Subdivider Explanatory
Comments:

Section B: Completed by Planner			
	Date:	By:	Comment:
Application Received:			
Clerk & Recorder Review			
Examining Land Surveyor Review (if existing)			
Signed mylar copies received:			
Submitted to governing body:			

Section C: Completed by Subdivider and Planner

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner	
		Incomplete	OK/NA
Final Plat Application Form (Appendix 20)			
Final Plat Review Fee.			
<i>Final Plat or Plan</i>			
Submitted in accordance with the Montana Uniform Standards for Final Subdivision Plats			
a. Two blue-line copies.			
b. Digital copy.			
c. Two (2) signed/notarized mylar plats (AFTER preliminary review complete).			
<i>Face of the Final Plat (or Plan) shall include:</i>			
d. Vicinity map.			
e. Approved land uses (e.g., agricultural, residential, commercial, industrial, mixed use)			
f. When required by the conditions of subdivision approval:			
1. Water bodies.			
2. Floodplain.			
3. Construction setback from any river or stream.			
4. Building envelopes.			
5. No-build areas.			
6. Ground elevations.			
7. Other (as required by conditions of subdivision approval).			
<i>Final Plat/Plan Supplements – ORIGINAL documents required at time final plat is considered by Commissioners, copies acceptable for review:</i>			
a. Certificate of a title abstractor (title company).			
b. Covenants (plat approval covenants and/or owner association covenants) or deed restrictions relating to the subdivision.			
c. Certificate from the Montana Department of Environmental Quality.			
d. Subdivider's certificate indicating which public improvements have been installed.			
e. Subdivision improvements agreement and financial guaranty (bond, letter of credit, escrow agreement).			
As applicable:			
f. Bylaws for any condominium association being created at the time of final plat approval.			

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner	
		Incomplete	OK/NA
g. Certification by County sanitarian that plans and specifications for sanitary facilities (sewer, water, stormwater, and solid waste) have been approved, in accordance with Appendix 14.			
h. County road encroachment permit(s) (Appendix 23) if permit has not yet been recorded with the Clerk and Recorder.			
i. Right to Farm and Emergency Services Declarations (Appendix 22).			
<i>Final Plat/Plan Supplements (copies acceptable):</i>			
j. Letter of preliminary plat approval.			
k. Written consent of any conservation easement holder.			
l. Copy of any easement or document confirming legal access to the subdivision.			
m. Articles of incorporation and bylaws for any home owners association for the subdivision (ORIGINAL bylaws required for condominium association created at time of subdivision).			
n. Copy of county road encroachment permits recorded with the clerk and recorder.			
o. Street addressing plan approved by the county including route map showing street address ranges, driveway location distance from intersection, and specify street to serve corner lots.			
p. Copy of any pertinent water-related permits (e.g., floodplain development permit from county, stormwater discharge permit from DEQ, 404 permit from U.S. Army Corps of Engineers, and/or 310 permit from local conservation district).			
q. Copy of approval of noxious weed management plan (Appendix 18).			
r. Letter of final public safety review.			

County Comments: