

APPENDIX 9 PRELIMINARY PLAT CHECKLIST

Section A: Completed by Subdivider

Name of Proposed Subdivision: _____

Location: _____

Property Owner: _____

Legal Description: _____

Property Geocode/Parcel ID: _____

Subdivider Explanatory Comments:

20 copies submitted to Planning Office (AFTER sufficiency is met):

Preliminary Plat or Plan
24" x 36" in size

(For one-or-two lot proposed subdivisions, 18 of the 20 copies may be 11" x 17" in size.)

Preliminary Plat Supplements

Additional public review copies

(Required) Placed in local library: Date _____
Library _____

(Big Sky only) Placed at Big Sky Fire Department and/or Yellowstone Club:
Date _____

Section B: Completed by Planner			
PLANNER REVIEW	Date:	By:	Comment:
Received:			
Element Review			
Element Complete:			
Sufficiency Review:			
Meets sufficiency:			

Section C: Completed by Subdivider and Planner

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner			
		Element Review		Sufficiency Review	
		Missing	OK/NA	Missing	OK/NA
Documentation of Status as First Minor Subdivision					
Subdivision Application Form (Appendix 11)					
Subdivision Review Fee.					
<i>Preliminary Plat or Plan</i> 24" x 36" in size					
Preliminary Plat Contents (<i>Surveyor should be made aware of these requirements.</i>)					
a. Title Block.					
1. Name and location of subdivision (Name does not duplicate another subdivision).					
2. Scale					
3. North arrow.					
4. Date of preparation.					
b. Vicinity map.					
c. Approximate exterior boundaries of the platted tract and location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.					
d. All lots and blocks, designated by numbers, and the approximate dimensions and area of each lot.					
e. All roadways and right-of-way width/grades/curvature of each, with existing and proposed roadway names (New road names have been approved by Madison County).					
f. Proposed intersection locations or other access points for any subdivision requiring access to highways, arterials, and collectors.					
g. Approximate location, boundaries, dimensions, and areas of all parks, common grounds, or other grounds dedicated for public use.					

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner			
		Element Review		Sufficiency Review	
		Missing	OK/NA	Missing	OK/NA
h. Existing and proposed utilities located on or adjacent to the tract, including:					
1. Approximate location, size, and depth of sanitary and storm sewers, water mains, fire hydrants, dry hydrants, cisterns, and any other water					
2. Approximate location of gas, electric, and telephone lines, and street lights.					
3. Approximate location of the nearest water mains and sewer lines where none are located on or adjacent to the tract.					
4. Existing irrigation ditches and canals.					
i. Ground Elevations on the Tract. Contour intervals are provided at suggested vertical intervals of: two (2) feet where the average slope is 0-2%, five (5) feet where the average slope is 3-7%, and ten (10) feet where the average slope is over 7%. <i>Notes: (1) A cross section may be required to define drainage patterns. (2) United States Geological Survey data or other information may be used, if it presents an accurate and usable representation of ground features.</i>					
j. Approximate location of existing buildings, structures, and improvements.					
k. Approximate location and identity of existing and proposed public and private easements and rights-of-way, including description of their width and purpose. This includes conservation easements.					
l. Approximate location of any water bodies.					
m. Floodway survey data, when required.					
n. Construction setback from any river running through or immediately adjacent to the proposed subdivision.					

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner			
		Element Review		Sufficiency Review	
		Missing	OK/NA	Missing	OK/NA
o. Proposed building envelopes.					
p. Names of adjoining platted subdivisions and numbers of adjoining COSs previously recorded.					
q. Ownership of all lands adjacent to the subdivision and to the access road leading from a present public right-of-way to the boundary of the proposed subdivision.					
<i>Preliminary Plat Supplements:</i>					
a. A vicinity sketch or sketches showing conditions on subject land and adjacent land, including:					
1. Clear indication of the proposed subdivision on an U.S. Geological Survey topographic map, aerial photograph, or location map.					
2. Approximate direction and gradient of ground slope, including any embankments or retaining walls.					
3. Current land uses.					
4. Location of buildings, railroads, power lines, towers, and roads.					
5. Location of any known potential man-made or natural hazards.					
b. Any existing or proposed zoning (or other land use regulation) on the proposed subdivision tract and in the vicinity.					
c. Overall development plan or notice of plan approval by governing body.					

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner			
		Element Review		Sufficiency Review	
		Missing	OK/NA	Missing	OK/NA
d. Where land will be dedicated to public use, either: 1. A dedication certificate of a licensed title abstractor showing the written consent of the dedication by the owners of the land and any lien holders or claimants of record against the land; or, 2. Title insurance guaranteeing the dedication, in a reasonable amount (to be determined by the governing body).					
e. Drafts of any covenants and restrictions to be included in deeds or contracts for sale.					
f. Draft of any owners' association covenants.					
g. Draft of any plat approval covenants.					
h. Names and addresses of adjoining landowners, and documentation that they have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.					
i. Names and addresses of all lien holders, easement holders, potentially affected water users (if any, and if known), and any property owners association potentially affected by the project as determined by the planner. Documentation that they have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.					

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner			
		Element Review		Sufficiency Review	
		Missing	OK/NA	Missing	OK/NA
j. Names and addresses of public agencies and municipalities located within two (2) miles of the proposed subdivision (including any agencies who manage a road that would provide access to the development), and documentation that they have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.					
k. Verification that other review agencies, as required (See Appendix 1), have received at least 30 days' advanced notification of the proposed subdivision. Include any comments received.					
l. Verification that local library has received a copy of the subdivision application package.					
m. Copies of easements, proposed easements, or other documents verifying legal access to the subdivision.					
n. Calculations, documentation pertaining to parkland dedication or cash-in-lieu.					
o. Water and sanitation information, as outlined in Appendix 13 or 14. Approval from DEQ or County Sanitarian, if available.					
p. Environmental assessment (Appendix 10) 1. Select one <input type="checkbox"/> Full. <input type="checkbox"/> Partial. <input type="checkbox"/> Exemption statement from Planning Board.					

Items and Information, Filled Out by: (Note if Not Applicable)	Subdivider	Planner			
		Element Review		Sufficiency Review	
		Missing	OK/NA	Missing	OK/NA
2. Required special studies, such as: <input type="checkbox"/> Geological assessment <input type="checkbox"/> Hydrology study <input type="checkbox"/> Wetlands delineation <input type="checkbox"/> Floodplain survey <input type="checkbox"/> Traffic impact analysis <input type="checkbox"/> Fire protection plan <input type="checkbox"/> Cultural resources survey <input type="checkbox"/> Other (list)					
q. Floodplain development permit, if required (Appendix 31).					
r. Receipt for noxious weed management plan and review fee (Appendix 18).					
s. Explanation of water rights/mineral rights.					
t. Land stewardship plan (Appendix 15).					
u. Statement of how the proposed subdivision meets the ten (10) public interest review criteria and the goals and objectives of the Madison County Growth Policy (Guidelines are included in Appendices 10 and 16).					
v. Other public comments received.					
Special information for:					
a. Mobile home parks. b. Recreational vehicle parks. c. Condominiums or townhouses. d. Planned unit developments.					
Preliminary Plat Checklist (one copy only).					