

**TITLE 10**  
**SUBDIVISION REGULATIONS**

Subject	Chapter
Plat; Form And Content . . . . .	1



## CHAPTER 1

**PLAT; FORM AND CONTENT**

## SECTION:

- 10-1-1: Concept Plat  
 10-1-2: Preliminary Plat  
 10-1-3: Final Plat  
 10-1-4: Appendix E, Contents Of Plans, Plats And Surveys

10-1-1: **CONCEPT PLAT<sup>1</sup>:**

- A. Preparation; Initial Submission: The concept plat may be prepared by the applicant, land use planner, registered professional engineer, registered professional land surveyor, or other qualified individual.
- B. Format: The concept plat shall be legible showing the layout of proposed features in relation to existing conditions.
- C. Required Content: The concept plat shall include, at a minimum, the information as listed in section 10-1-4 of this chapter. (Ord. 126, 2-8-2000)

10-1-2: **PRELIMINARY PLAT<sup>2</sup>:**

- A. Preparation: The preliminary plat shall be prepared by a registered professional engineer or a registered professional land surveyor.
- B. Format: The preliminary plat shall be prepared according to the following format:
1. The page size shall be twenty four inches by thirty six inches (24" x 36") or eighteen inches by twenty four inches (18" x 24") (overall

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1. Initial submission.

2. Required for planning board review prior to public hearing.

dimensions) to include a margin of one and one-half inches ( $1\frac{1}{2}$ " ) on the binding (left) side and one-half inch ( $\frac{1}{2}$ " ) on the remaining sides.

2. Where multiple sheets are used, a cover sheet with index shall be included and each sheet shall show the number of that sheet and the total number of sheets included.

3. The plat shall be legible showing all of the required information.

4. The plat shall be prepared at a scale necessary to show the required information. In most cases, a scale of one inch equals fifty feet ( $1" = 50'$ ) is appropriate.

- C. Required Content: The preliminary plat shall include, at a minimum, the information as listed in section 10-1-4 of this chapter. (Ord. 126, 2-8-2000)

**10-1-3: FINAL PLAT:**

- A. Preparation: A registered professional land surveyor shall prepare the final plat. All engineering plans, specifications, and reports, when included as part of the plat shall be prepared and certified by a registered professional engineer.
- B. Format: The final plat shall be prepared consistent with the requirements of the preliminary plat.
- C. Required Content: The final plat shall include at a minimum the information as listed in section 10-1-4 of this chapter.
- D. Consistency With Approved Preliminary Plat: The final plat shall conform to the preliminary plat provisions.
- E. Consistency With Uniform Standard: The final plat shall comply with the Montana uniform standards for final subdivision plats. (ARM 8.94.303)
- F. Filing Of Final Plat: The final plat shall be filed with the Ravalli County clerk and recorder and with the town. (Ord. 126, 2-8-2000)

10-1-4: **APPENDIX E, CONTENTS OF PLANS, PLATS AND SURVEYS:**

**CONTENTS OF PLANS, PLATS AND SURVEYS**

Subject	Concept Subdivision Plan/Plat	Preliminary Subdivision Plan/Plat	Final Subdivision Plat	Final Subdivision Plan	Certificate Of Survey
<b>Project/Filing Information</b>					
Project name (subdivision name or certificate of survey)	X	X	X	X	X
Title block	X	X			
Developer and landowner name if different	X	X		X	
Preparation date	X	X		X	
Name of preparer			X		X
Certificate of owner - notarized			X	X	
Certificate of registered engineer with seal			X		X
Certificate of registered land surveyor with seal			X	X	
Certificate of town council approval			X	X	
Signature block for clerk and recorder			X	X	
Certificate of public dedication			X	X	
Certificate of park cash in lieu payment			X	X	X
Other certifications as appropriate					
<b>Survey Information</b>					
North arrow	X	X	X	X	X
Graphic scale		X	X	X	X
Legal description		X	X	X	X
Property boundaries (bearings, lengths, curve data)	General	X	X	X	X
Pertinent section corners and subdivision corners			X	X	X
Names of adjoining subdivisions/certificates of surveys		X	X	X	X
Monuments found			X		X
Witness monuments			X		X
Acreage of subject parcel	Approx.	X	X	X	X
Curve data (radius, arc length, notation of nontangent curves)			X		X
Line data (lengths to tenths of a foot, angles/bearings to nearest minute)			X		X
<b>Project Development Information</b>					
Land use summary table by density/intensity and acreage		X		X	
Lots and blocks designated by number (dimensions, acreage)		X	X	X	
Easements/rights of way (location, width, purpose, ownership)	General	X	X	X	
Dedication for public use (boundaries, area, purpose)	General	X	X	X	
No build/alteration zones	General	X	X	X	
No ingress/egress zones					
<b>Setting</b>					
Names of subdivision within 300 feet of subject parcel		X			
Property boundaries within 300 feet of subject parcel		X			
Names of property owners within 300 feet of subject parcel		X			
Adjacent land uses within 300 feet of subject parcel		X			
Municipal boundaries, if applicable					

Subject	Concept Subdivision Plan/Plat	Preliminary Subdivision Plan/Plat	Final Subdivision Plat	Final Subdivision Plan	Certificate Of Survey
<b>Site Features (existing and proposed)</b> Ground contours <sup>1</sup> Wetlands Woodlands Wildlife habitat Environmentally sensitive features Water resources (rivers, ponds, etc.) Water resources (rivers, ponds, etc.) within 300 feet Floodplains Irrigation canals including diversion point(s), etc. Irrigation canals within 300' including diversion point(s), etc. High pressure gas lines	General General General General General General General General General General	X X X X X X X X X X X	X X X X X	X X X X	
<b>Existing Buildings/Improvements (for project and within 300 feet)</b> Utilities (including water, sewer, etc.) Location Type (sewer, telephone, etc.) (buried or overhead, if applicable) Roads (names, ownership, etc.) Driveways and road access onto public and private roads Buildings/structures (footprint, use, etc.) Traffic control signs (type, location)	General General X General	X X X X	X X X	X X X	
<b>Improvements/Construction Information</b> Storm water/drainage system (location, capacity, etc.) Roads for and within project: Street name Profiles of roads exceeding 8 percent, or as required Road cross sections Clear visibility triangles (location and dimensions) Traffic control signs (type, location)	General	X X X X			

Key: X Item required.  
 General Item required, but in less detail than in latter stages.

Notes: 1. Slopes less than 8 percent, data from USGS is sufficient. For slopes greater than 8 percent, interval should be 2 feet.

(Ord. 126, 2-8-2000)