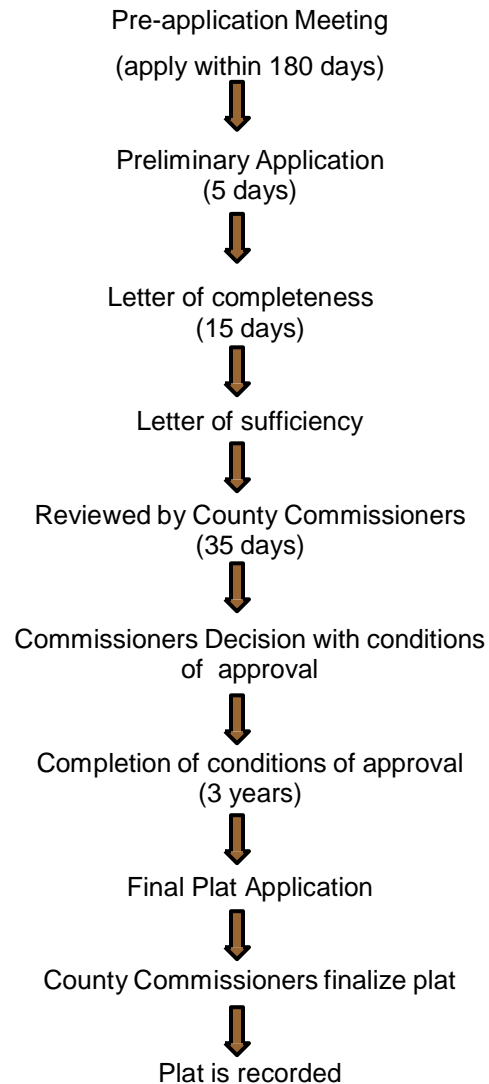


## TIMELINE



## FEES

<b>Pre-application</b>	\$100.00
<b>Preliminary</b>	\$600 + \$50.00/lot
<b>Final</b>	\$250.00 + \$25.00/lot
<b>Exemption Review</b>	\$250.00/application
<b>Review Surveyor</b>	\$200.00 unless the examining land surveyor fee exceeds this amount, then actual expense will be remitted.
<b>Weed Plan</b>	\$150.00/210.00 and \$275.00 for 1-5 lots; \$125.00/lot for 6 or more
<b>Fire Fee</b>	\$500.00/lot
<b>Variance Request</b>	\$200.00 each before preliminary \$300.00 each after preliminary

# A GUIDE TO MINOR SUBDIVISIONS



SANDERS COUNTY LAND  
SERVICES DEPARTMENT  
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PO BOX 519  
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# MINOR SUBDIVISION: A Subdivision that creates five or fewer parcels.

The Minor Subdivision process consists of two stages: preliminary and final plat.

**Preliminary Plat: The Application** Before submitting your application schedule an appointment with the Planning department and present your basic plan with sketches. The Planning department will discuss issues that might pose a problem and assist you in finding alternatives.

The preliminary application consists of the maps and the water/sanitation information. A licensed surveyor is required for surveying and mapping the project. A licensed site evaluator is required for the sanitation submittal. Public water and septic must be submitted to the State.

## **Preliminary Plat: The Process**

Once a complete submittal is received the Planning office reviews and presents it to the County Commissioners with recommendations. The County Commissioners will make a decision to approve, conditionally approve or deny the subdivision application. If your project is denied you may re-apply. If you received approval with conditions, these will be listed in the Conditions & Finding of Fact. The conditions must be met as part of the final application process.

## **Final Plat: The Application**

After receiving preliminary approval you have 3 years to submit your final application. This can be extended 1 year with approval from the County Commissioners. The final application consists of a check print plat, which is sent off to the review surveyor, and then returned so that correct final plats can be drawn, the application and all required documents listed in the Conditions & Finding of Fact.

## **Final Plat: The Process**

Once the Planning department receives the final application and plat they will be reviewed for completeness and then presented to the County Commissioners for final approval and signatures. It is your responsibility to take the completed plats and related papers to the Clerk & Records Office for recording.



## **A complete preliminary application consists of:**

Preliminary application-2 copies  
-1 paper/1 electronic  
Paper plat map-2 copies  
Preliminary application fee  
Water and sanitation information  
Summary of Probable Impacts/  
Environmental Assessment

## **A complete final application consists of:**

Final application  
Final plat maps-2 mylar & 1 paper  
Final application fee  
MDEQ sanitation approval (lots<20acres)  
Subdivision Guarantee  
Letter of acknowledgement from mortgage holder if applicable  
Covenants/road maintenance agreement  
Waiver of protest RSID  
Encroachment Permit from county/state  
Weed Plan - initial treatment of weeds  
Fire fee or water source (contact rural fire department)  
Taxes paid in full and Treasurer's signature on final plat maps  
Developer's notarized signature on final plat maps