

**1. PRE-APPLICATION MEETING REQUEST**      \$100 fee received: \_\_\_\_\_ Date Received: \_\_\_\_\_

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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Water/Wastewater Consultant: \_\_\_\_\_ Email: \_\_\_\_\_

**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 \_\_\_\_ Townhouse \_\_\_\_

Commercial/Industrial \_\_\_\_ Other, describe \_\_\_\_\_ Sanitary restricted \_\_\_\_

New Road Construction \_\_\_\_ Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**The following information must be submitted with this form:**

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;
- existing conservation easements;
- existing covenants or deed restrictions;
- legal access
- rights of first refusal for the property;

Please provide one paragraph narrative description of the development project:

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*This form serves 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 Sanders County Subdivision Administrator. The applicant is hereby notified that this completed form, as well as anything discussed at the related meeting, does not guarantee Sanders County's approval or conditional approval in any way of the applicant's proposed subdivision.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_