



JEFFERSON COUNTY PLANNING DEPARTMENT
Courthouse Annex East (114 S. Washington Street)
PO Box H
Boulder, MT 59632
(406) 225-4040

SUBDIVISION PRE-APPLICATION MEETING FORM

Submit this application, all required information, and appropriate fee (see current fee schedule) to the Subdivision Administrator at the address listed above. All submittals shall be in Microsoft Word or PDF electronic format with at least one paper copy. Contact the subdivision administrator prior to submission to determine if additional paper copies are required or if you are unable to create Microsoft Word or PDF documents.

This application form constitutes the written request for a pre-application meeting. The subdivision administrator will contact you regarding date, time, and location for the meeting, which shall be held within 30 days of receipt of the completed application.

PROPOSED SUBDIVISION NAME: _____

OWNER(S) OF RECORD:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

APPLICANT (IF DIFFERENT THAN ABOVE):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

TECHNICAL/PROFESSIONAL REPRESENTATIVE(S):

Name: _____ Phone: _____

Mailing Address: _____

Subdivision Pre-Application Meeting

City, State, Zip Code: _____

Email: _____

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

LEGAL DESCRIPTION OF PROPERTY:

Street Address _____

City/State & Zip _____

Geo-Code(s) _____

Certificate of Survey and Parcel Identification (if any) _____

Lot # and Name of Subdivision (if any) _____

Section _____ Township _____ Range _____

GENERAL DESCRIPTION/TYPE OF SUBDIVISION: (Please describe how you intend to subdivide the property and for what purpose)

Number of Lots or Rental Spaces _____

PROPOSED USE(S) AND NUMBER OF ASSOCIATED LOTS/SPACES:

Single Family _____ Townhouse _____ Mobile Home Park _____

Duplex _____ Apartment _____ Recreational Vehicle Park _____

Commercial _____ Industrial _____ Planned Unit Development _____

Condominium _____ Multi-Family _____ Other _____

Subdivision Pre-Application Meeting

CONCEPTUAL PLAN OF PROPOSED SUBDIVISION:

Provide:

- 1) an aerial photo of the property to be subdivided; and
- 2) a drawing or sketch of the proposed subdivision showing the layout of proposed features in relation to existing site conditions. Include the following:
 - a. Legal Description of Parcel
 - b. Location by Quarter Section, Section, Township and Range
 - c. North Arrow
 - d. Boundaries of Existing Parcel and proposed division
 - e. Existing and proposed roads
 - f. Existing and proposed utilities (water supply, sewer, electric, gas, communications, etc.)
 - g. Water resources (rivers, streams, lakes, wetlands)
 - h. Natural features (rock outcrops, coulees, etc)

PRE-APPLICATION MEETING

I/We, _____ (insert names of landowners) _____, are requesting a pre-application meeting for purposes of subdivision. In the event that I/we are unable to attend the meeting, I/we designate the following person(s) to represent us at the pre-application meeting:

_____ (insert name(s) of person(s) to represent landowner) _____

(insert contact information: name of company, address, telephone, email, etc.) _____

Landowner(s) Signature

Date