

Sub Division Process



Public comments and project specific questions are both encouraged and welcomed at anytime during a project review. During the first three steps of the application process, the application may not yet be considered complete or sufficient for review or additional information has been provided. If comments are provided at these early stages, they may be on material that is no longer relevant or has not previously been part of the project record.

Step
1

Pre-Application

- Prior to the submittal of a subdivision application, a preapplication consultation is held with city department staff and the potential applicant.
- Subsequent subdivision application must be made within 180 days of the preapplication consultation

Step
2

Completeness Review (5 Days)

- Application is submitted
- Initial application is reviewed by planning staff to ensure that all required documents have been provided
- Staff has 5 working days from receipt of an application to evaluate in accordance with MCA 76-3-604(1)(b)

Step
3

Sufficiency Review (15 Days)

- Planning staff evaluates if the application and its required elements are sufficient for review
- City departments review to ensure that all documents have data or information
- Staff has 15 working days from when the application has been deemed complete for review
- Based on project size (lots), the governing body (City Commission) must take action within 35, 60, or 80 days once the application has been deemed sufficient for review per MCA 76-3-604(2), MCA 76-3-604(4)

Step
4

General Review

- Review to ensure that all documents have data or information that meets adopted city, state, and/or federal codes and standards
- Detailed review of project materials by relative city departments and outside agencies
- Feedback and comments will be formulated in a report by Community Development staff
- Report made available to subdivider, Planning Board, and City Commission, and made available to the public

Step
5

Public Notification

- While the project is progressing through General Review, public notifications are prepared
- Within 15 days of a public hearing, letters to adjacent owners are sent out, public hearing signs are posted, and a legal notice in the Independent Record is run
- General Public comments and questions on the complete application are now ready to be accepted for the various boards and Commission

Step
6

Advisory Boards

- Review of the project and of the provided staff analysis, findings, and reports
- Based on the project and submitted applications, a public hearing on the project will be publicly noticed and placed on an agenda of the relative advisory board(s)
- Consolidated Planning Board
- Zoning Commission
- City/County Parks Board will review when parkland dedication is required
- Public Comment will be accepted and considered at each of the board meetings

Step
7

City Commission Action

- City Commission will hold a public hearing (joint hearing if accompanied by an annexation request)
- Hearing will be noticed not less than 15 days prior to Commission meeting
- Commission may approve, conditionally approve, or deny the proposed subdivision
- Public Comment will be accepted and considered at the City Commission meeting