



City of Helena
FINAL SUBDIVISION PLAT
Application Form and Checklist

APPLICATION FEE: Major subdivision = \$375 per phase – Minor Subdivision = \$100.
All fees are non-refundable and made payable to the City of Helena.

**Please provide all of the information requested in the Land Use Application and Checklist.
AN INCOMPLETE APPLICATION MAY DELAY REVIEW OF YOUR REQUEST.**

1. Name of Subdivision: _____
2. Name of Applicant: _____
3. Date of preliminary plat approval: _____
4. Have all of the conditions of preliminary plat approval been satisfied and required improvements installed?
 _____ yes _____ no If not, indicate conditions or improvements that remain:

5. Have all of the application checklist items been submitted? _____ yes _____ no

CHECKLIST
FINAL SUBDIVISION PLAT

The following information must be indicated on the final subdivision plat or provided in supplements submitted with the final plat application. The plat must comply with all applicable state laws and information must be consistent with the Administrative Rules of Montana and the Helena City Codes. Omission of any of this information may delay the processing of the final plat application.

The final plat application and all supporting documents must be submitted to the city at least sixty (60) working days prior to the expiration of subdivision preliminary plat approval. The final plat application must contain the following:

- _____ 1. The signed final plat application and application fee;
- _____ 2. The final plat county review fee;
- _____ 3. A statement outlining how each condition of approval has been satisfied;
- _____ 4. A certificate of title, a title insurance policy, or a report from a title insurance company on the condition of title to the property proposed for subdivision that identifies the owners of record of the property, lien holders or claimants of record, encumbrances, easements and restrictions of record, and all other conditions of title of public record, and accompanied by a guarantee of the accuracy of the report from the title insurance agent or its underwriter;
- _____ 5. Written consent to subdivide from lien holders or claimants of record;
- _____ 6. Approval from the Public Works Department indicating acceptance of installed infrastructure;
- _____ 7. Public improvements agreement and financial guarantee when applicable;
- _____ 8. Montana Department of Environmental Quality (DEQ) municipal facilities exemption form (applicant is responsible for submitting signed form to DEQ and payment of fee) or subdivision approval from DEQ, if applicable;
- _____ 9. Indication of how the parkland requirement has been met:
 parkland dedication _____, cash in lieu payment _____, or parkland not required _____.

Approval from the Parks and Recreation Department must be obtained for any parkland dedication and improvements or payment of cash in lieu thereof. If met by cash, payment to the City must be made prior to final plat approval.

- _____ 10. If the park dedication is in the form of a cash donation, one of the following must be provided to verify the fair market value of the unsubdivided, unimproved land:
 - a. A Comparative Market Analysis performed by a licensed realtor;
 - b. A raw land appraisal by a licensed appraiser; or
 - c. The sale price of the property being subdivided if it was purchased within one (1) year of the date of the subdivision final plat application submittal;
- _____ 11. Deeds conveying title to the City for dedicated properties such as parks and stormwater facilities;
- _____ 12. A plat showing any public utility easements within the subdivision with the correct dimensions and location, and any proposed easement agreements to the City for any city utilities not in rights-of-way;
- _____ 13. A copy of the County or MDT access or encroachment approval if a street created by the plat intersects with a county or state highway or other MDT right-of-way;
- _____ 14. A petition to create a lighting district when applicable;
- _____ 15. A legal description of the subject property; a copy of the last recorded conveyance document for the subject property; copies of the existing plat of record;
- _____ 16. Any resolutions or ordinances cited on the final plat;
- _____ 17. Information on the disposition of any water rights associated with the property;
- _____ 18. Five (5) 11-inch by 17-inch paper copies and one electronic copy of the final plat, including the Conditions of Approval sheet; and
- _____ 19. After review and City Commission approval, the applicant must submit three (3) mylars and one electronic PDF of the final plat, completed in accordance with the uniform standards for final subdivisions plats including the Conditions of Approval sheet for signatures.

The City will not accept, begin processing, or schedule any actions on a final plat submittal until a complete application, payment of fee(s), and copies of the final plat have been received. If the city determines that the final plat differs materially from the approved or conditionally approved subdivision preliminary plat, the subdivider will be required to submit an amended preliminary plat application.

The applicant is responsible for filing the approved and signed final plat and all related documentation (easements, deeds, DEQ Municipal Facilities approval, etc.) with the County Clerk and Recorder and the payment of any related charges.