



City of Helena

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**Pre-Application Information Form**

Please fill out this form as best you can and return to the City Planning Office  
**five (5) days prior** to your pre-application meeting. If you have any problems filling out  
 this form, please call the City Planning Office at 447-8490 and we will be happy to assist you.

**PLEASE CHECK ONE:**     **SUBDIVISION**     **NON-SUBDIVISION**

1. Name of Applicant: \_\_\_\_\_  
 Name of Property Owner (if different): \_\_\_\_\_  
 Address/City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_  
 2. Contact person: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

3. Legal Description and general location: \_\_\_\_\_

*Please provide a general vicinity map, showing existing streets, north arrow and the proposed location of the site.*

4. Describe land use proposal (CUP, zone change, etc.): \_\_\_\_\_

5. What, if any, is the existing zoning? \_\_\_\_\_

6. Do you plan to hire an engineer? \_\_\_\_\_ yes \_\_\_\_\_ no  
 Do you plan to hire a surveyor? \_\_\_\_\_ yes \_\_\_\_\_ no

7. Are you aware of any site conditions that may affect development? \_\_\_\_\_

8. Describe proposed water and sewer system: \_\_\_\_\_

9. Describe proposed streets/access: \_\_\_\_\_

10. Do you intend to apply for a variance? \_\_\_\_\_

11. Describe drainage provisions (if applicable): \_\_\_\_\_

**For Subdivision Pre-Application Conference, please complete the following additional information:**

12. Name of proposed subdivision: \_\_\_\_\_

13. Number and size of lots: \_\_\_\_\_ approximate size of subdivision: \_\_\_\_\_

14. How do you intend to meet the park dedication requirement? \_\_\_\_\_ cash donation \_\_\_\_\_ park dedication  
 \_\_\_\_\_ combination \_\_\_\_\_ n/a

***Please include a sketch of the proposed subdivision showing the layout of the existing streets in relation to the site.***

## SUBDIVISION PRE-APPLICATION CONFERENCE

- A. Prior to submitting a preliminary plat application, a subdivider for a subdivision must consult with the Planning division of the Community Development Department to become familiar with the City's subdivision application requirements and review process. The subdivider must attend a pre-application meeting prior to submitting a subdivision application or resubmitting a previously submitted subdivision application that has material changes or amendments made by the subdivider after the original application has been determined by the City to contain required elements and sufficient information.
- B. The pre-application meeting will be scheduled within thirty (30) days after the subdivider submits a written request for a pre-application consultation and submits the pre-application materials to the City.
- C. To be considered for review, a subdivision application must be submitted within one hundred eighty (180) days of the pre-application meeting consultation. If an application is not submitted within that time frame, the subdivider must request a new pre-application consultation prior to submitting the subdivision application.
- D. In order to make the pre-application consultation productive, the subdivider should provide as much of the following information as possible:

- \_\_\_\_\_ 1. Names and addresses of the subdivider and the owner of the property proposed to be subdivided;
- \_\_\_\_\_ 2. Name of proposed subdivision;
- \_\_\_\_\_ 3. Location of the property to be subdivided;
- \_\_\_\_\_ 4. Existing zoning of the property to be subdivided;
- \_\_\_\_\_ 5. Number and size of proposed subdivided lots;
- \_\_\_\_\_ 6. Size of the proposed subdivision;
- \_\_\_\_\_ 7. Name and contact information for any engineer or surveyor that have been retained;
- \_\_\_\_\_ 8. Proposed water and wastewater systems;
- \_\_\_\_\_ 9. Nearest existing water and wastewater mains to the property and type, size, and location of existing wastewater treatment facilities, including septic systems;
- \_\_\_\_\_ 10. Proposed streets;
- \_\_\_\_\_ 11. Whether the subdivider intends to apply for a zone change, zoning variance, or subdivision regulation variance;
- \_\_\_\_\_ 12. Description of any physical and environmental site conditions on the property;
- \_\_\_\_\_ 13. Stormwater drainage system;
- \_\_\_\_\_ 14. Proposed special improvement or maintenance districts;
- \_\_\_\_\_ 15. Proposed park land dedication;
- \_\_\_\_\_ 16. Legible drawing of the proposed subdivision showing layout of existing streets in relationship to proposed improvements and topography of the tract, if possible (drawing does not need to be to scale);
- \_\_\_\_\_ 17. A general vicinity map showing existing streets and north arrow;
- \_\_\_\_\_ 18. Existing structures on the property;
- \_\_\_\_\_ 19. Existing easements and right-of-ways on the property;
- \_\_\_\_\_ 20. Existing and proposed covenants or deed restrictions;
- \_\_\_\_\_ 21. Water rights, including the name of owner(s), amount of water by flow rate or volume, date of priority of the right, purpose of use, place of use, and place and means of diversion;
- \_\_\_\_\_ 22. Types and locations of agricultural water facilities; and
- \_\_\_\_\_ 23. Analysis on how the proposed subdivision complies with the City Growth Policy.

## Applicable Laws and Regulations

The following are state laws, local regulations, Growth Policy provisions and other documents that may apply to the subdivision review process; this is for informational purposes only per MCA 76-3-504 (1)(q)(ii):

- Montana Code Annotated: including but not limited to Title 76 – Chapter 3
- Administrative Rules of Montana: including but not limited to Title 8, Chapter 94, Sub-chapter 30
- City of Helena City Code: including but not limited to  
Title 6 Public Utilities  
Title 7 Public Ways  
Title 11 Zoning, and  
Title 12 Subdivision Regulations
- 2011 City of Helena Growth Policy
- Greater Helena Area Transportation Plan – 2004 Update
- 2011 City of Helena Comprehensive Parks, Recreation, and Open Space Plan
- City of Helena Engineering Standards
- South Hills Planning Study – 1985
- Helena West Side Infrastructure Study – 2001

## Comment Contact List

The following entities may be contacted for comments on proposed subdivisions per MCA 76-3-504 (1)(q)(iii). The City requests these entities respond within two (2) weeks of receiving the City’s “Request for Comment.” Although the City requests that these entities respond within two (2) weeks, they may comment at any time during the subdivision review process. Applications for subdivision review will not be delayed if these entities do not respond within the review period.

- ADA Compliance Committee
- City of East Helena
- City of Helena
- East Helena Public Schools
- Fort Harrison
- Helena Citizen’s Council (HCC)
- Helena Regional Airport
- Helena School District
- Helena Valley Irrigation District
- Jefferson County
- Lewis and Clark County
- Lewis and Clark County Water Quality Protection District
- Lewis and Clark County Soil Conservation District
- Montana Department of Environmental Quality
- Montana Department of Fish, Wildlife, and Parks
- Montana Department of Natural Resources and Conservation
- Montana Department of Transportation
- Montana Land Reliance
- Montana Natural Heritage Program
- Non-motorized Transportation Advisory Council
- NorthWestern Energy
- St. Peter’s Hospital and Ambulance Service
- State Historic Preservation Office
- City-County Heritage Tourism Council
- Three Rivers Communications
- U.S. Army Corps of Engineers
- U.S. Bureau of Land Management
- U.S. Environmental Protection Agency
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Geological Survey, Water Resources Division
- U.S. Post Office
- Utility companies including those providing electrical, communication, fiber optic, gas, or other services
- Yellowstone Pipe Line Company