



Administrative Minor Subdivision Checklist

Community Development Department, Planning Division

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<https://cityofhelenamt-energogovweb.tylerhost.net/apps/selfservice#/home>

APPLICATION CHECKLIST:

All applications must include the following information.

- 1. Completed application signed by all property owners;
- 2. A site plan which contains the following information to determine compliance with the applicable Helena City Codes, including Subdivision and Zoning regulations:
 - Any existing and proposed utilities located on and adjacent to the property, including:
 - Location and access to adequate storm water drainage;
 - Location, available access, and size of wastewater and water mains; (Note: if water or wastewater service lines are shared, the party responsible for maintenance of the shared line must be identified);
 - Location of nearest fire hydrant.
 - Location of sidewalks adjacent to the subject property;
 - For structures on the subject property, the following information must be provided on the site plan:
 - The location of all existing structures and exterior square footage (to determine lot coverage);
 - The distance of the structure from proposed lot lines (setbacks);
 - Location and number of any parking spaces; and
 - Landscaping area.
 - Show the location, width, purpose, and dedication/citation of all easements on the subject property or off-site easements that may impact the provision of services, stormwater, and access;
- 3. A minor subdivision plat showing legal and physical access and the proposed configuration of the tracts, in compliance with survey requirements, inclusive of aforementioned easements, where applicable (5 copies, 11"x17", if submitting physical copies of all required documents);
- 4. Lewis and Clark County survey review fee. (Check made out to Lewis and Clark County.)

The following information must be indicated on the final plat or in supplements submitted with the application and must be in compliance with Administrative Rules of Montana (ARM) specifications.

- Provide the name(s) of property owner(s) [including sellers if under a contract-for-deed];
- Provide a title block with the location of the property (Quarter-Section, Section, Township, and Range, etc.); a scale not exceeding one hundred feet (100') per inch; a north arrow; legend; date of preparation; and the name of preparer;
- A subdivision plat must cite the subdivision that is being created and identify the blocks and lots being amended (i.e., prior lot boundaries must be shown with a dashed line with a notation; new or retained lot boundaries must be shown in a solid line with a notation);
- Designate each new lot with numbers or combination of numbers and letters (ex: "Lot 1-A)';
- Provide the dimensions and area of each new lot or tract;
- Provide a narrative legal description;
- Identify the location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary, all monumentation, and basis of bearing;
- Identify all adjacent streets and alleys including ROW width;
- Identify legal and physical access to a public street;
- Show the location of all existing utility and access easements of record and any other proposed public easements, including description of their width and purpose
- Signatures - shown on first sheet of plat/COS:
 - Certificate of County Treasurer
 - Certificate of Examining Land Surveyor
 - Required space for Clerk and Recorder's filing information
 - Certificate of Surveyor
 - Certificate of property owner acknowledgement
 - Certificate of dedication (if applicable)
 - Certificate of Exemptions:
 - Purpose of survey and subdivision exemption
 - Cite DEQ exemption or provide Municipal Facilities Exclusion (MFE)
 - City of Helena:
 - Community Development Division
 - City Engineer
- Note on the subdivision plat any ordinances or resolutions (such as alley or street closures) that impact the plat and provide a copy of the ordinance/resolution; and "NOT INCLUDED IN THIS PLAT" notation, where applicable



Within thirty (30) working days of a determination by the Department of Community Development that the application contains required elements and sufficient information, the Community Development Director or a designated representative shall issue a written determination, pursuant to MCA 76-3-620, of approval, conditional approval, or denial of the administrative minor subdivision, as provided in Helena City Code §12-2-3.

City staff will immediately notify each property owner of record whose property is immediately adjoining the subject subdivision property and each purchaser under contract for deed of property immediately adjoining the subject subdivision property of the pending application. If a noticed party(s) objects to the Community Development Director or their designee's decision to approve, conditionally approve, or deny the administrative minor subdivision, the party(s) may request in writing to the City Manager that the decision be appealed, per MCA 76-3-609.

The City Commission shall sustain the decision of the subdivision administrator, based on the whole record, unless the decision was arbitrary, capricious, or unlawful. The City Commission has fifteen (15) working days from the receipt of the request to review a decision to approve, conditionally approve, or deny the administrative minor subdivision and make a final determination. (MCA 76-3-609).

