



Subdivision Final Plat Checklist

Community Development Department, Planning Division

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

SUBDIVISION FINAL PLAT CHECKLIST

After approval of the preliminary plat the subdivider may present a final plat to the City Commission for approval. Portions of an approved preliminary plat will not be approved for final plat unless the portion has been reviewed as a part of a phased development and the portion represents an entire phase.

Prior to submitting a final plat application:

1. The applicant must submit 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, lienholders 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;
2. When the park dedication is in the form of a cash donation, the applicant must provide one of the following 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 year of the date of the subdivision final plat application submittal.
3. The applicant must submit documentation verifying park dedication is in compliance with required benefits stated in 76-3-621, Montana Code Annotated and assures long term protection of lands used for meeting the required park dedication when ownership of the property is not transferred to the City of Helena.

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:

Please provide all the information requested in this application. An incomplete application may delay the review of your request. Please provide responses to each application checklist item below in a separate document. Please Note: "N/A" is not an acceptable answer alone and requires an explanation if used.

Application Checklist:

Provide:

1. Apply to the City through the appropriate process and means and pay any required fees. The application must include the property owner's signature and/or the property owners contact information.
2. Written summary and supporting documentation verifying how each condition of preliminary plat approval has been satisfied;

- 3. Written consent to subdivide from lien holders or claimants of record;
- 4. Approval from the Public Works Department indicating acceptance of installed infrastructure
- 5. Signed public improvements agreement and approved financial guarantee when applicable;
- 6. 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;
- 7. Indication of how the parkland requirement has been met:
parkland dedication cash in lieu payment or parkland not required
Verification from the City Parks and Recreation Department must be submitted 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.
- 8. Deeds conveying title to the City for dedicated properties such as parks and stormwater facilities;
- 9. A plat showing any public utility easements within the subdivision with the correct dimensions and location, and any signed easement agreements to the City for any city utilities not in rights-of-way;
- 10. When ownership of infrastructure improvements that are intended to be transferred to the City affect a third-party easement, documentation from that entity verifying the work within their easement is in compliance with their easement;
- 11. A copy of MDT access permit or agreement for highway intersection and other required MDT Access;
- 12. A petition to create a lighting district when applicable;
- 13. 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;
- 14. Verification that an examining land surveyor has reviewed and approved the final plat;
- 15. Any resolutions or ordinances cited on the final plat;



- 16. Addressing Coordinator approval of street names;
- 17. Information on the disposition of any water rights associated with the property;
- 18. Verification that all taxes and assessments on the property have been paid in full;
- 19. One (1) 11-inch by 17-inch paper copy, two (2) 8.5-inch by 11-inch paper copies, [when submitted via Civic Access no paper copies required] and one electronic copy of the final plat, including the Conditions of Approval sheet; and
- 20. 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 an 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.

IT IS THE POLICY OF THE CITY COMMISSION NOT TO ACT ON A PROPOSAL IF THE APPLICANT/ APPLICANT’S REPRESENTATIVE IS NOT PRESENT AT THE COMMISSION MEETING.

City Planning Staff represents the City; staff cannot answer questions on behalf of the applicant.

