



SUBDIVISION PRE-APPLICATION MEETING

CHECKLIST

A Pre-Application meeting is an opportunity for an applicant to discuss requirements, standards, and procedures that apply to a specific subdivision proposal. This meeting gives the applicant an opportunity to ask specific questions to assist in guiding the design of their future project. Areas or issues of concern can be identified and discussed before a formal application is fully developed and submitted. The Butte-Silver Bow Planning Department, including Building Codes, the Butte-Silver Bow Fire Department, Public Works Department, Health Department, and Community Development, or any other reviewing department can all be in attendance.

The intent of this meeting is not to dictate design, but to provide guidance in regard to code interpretation and specific requirements for the Butte-Silver Bow subdivision process.

The following are the minimum requirements for a pre-application meeting, however, the meetings are more beneficial for each party if more detail can be given:

- Physical location of the property
- Preliminary site plan and/or plat, including:
 - Approximate tract and lot boundaries of existing tracts of record
 - Description of general terrain
 - And any natural features on the land, including water bodies, floodplains, geologic hazards and soil types
 - Description of available utilities (water, sewer/septic, etc.)
 - Existing easements and rights of way
 - Existing covenants or deed restrictions
 - Existing noxious weeds
- Documentation on the current status of the site, including:
 - Ownership info
 - Water rights
 - Any special improvement districts
 - Rights of first refusal for the property
- Description of current uses and zoning
- Parks and open space and proposed conservation easements
- Brief description of the project proposal and overall intent

It is suggested that you'd consulted a surveyor prior to the meeting. A surveyor will be required for subdivision.

To schedule a Subdivision Pre-Application Meeting, please email permits@bsb.mt.gov or call (406) 487-6210. Note: depending on workload, please allow up to 2 weeks for the meeting to take place.