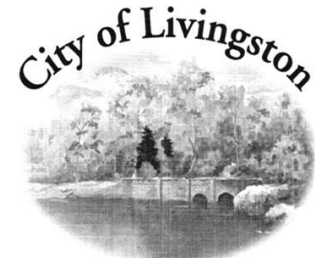


City of Livingston
Department of Planning
220 E. Park St.
Livingston, MT 59047
(406)222-4903
planning@livingstonmontana.org



City of Livingston Subdivision Preliminary Plat Instructions

Subdivision review is required to divide any parcel of land within the City of Livingston that does not meet the criteria for a subdivision exemption as listed in 76-3-2 MCA. Subdivisions require a three-step application process prior to final approval:

- Pre-Application
- Preliminary Plat Application
- Final Plat Application

Preliminary Plats require a public hearing before the Planning Board for a recommendation to the City Commission, and are approved or denied by the City Commission. All subdivision applications are evaluated by the Planning Board and City Commission based upon the following criteria listed in Section III.B.6 of the Subdivision Regulations for major subdivisions or Section IV.B.6 for minor subdivisions:

- Provides easements for the location and installation of any planned utilities.
- Provides legal and physical access to each parcel within the subdivision and the notation of that access on the applicable plat and any instrument transferring the parcel.
- Assures that all required public improvements will be installed before final plat approval, or that their installation after final plat approval will be guaranteed.
- Complies with the requirements of 76-3-504 MCA, regarding the disclosure and disposition of water rights.
- Complies with the Subdivision Regulations.
- Complies with the applicable Zoning Regulations.
- Complies with the Montana Subdivision and Platting Act.

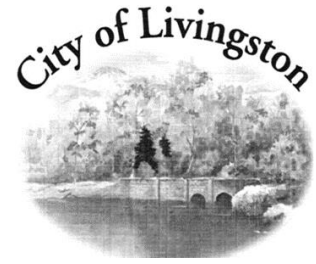
The Preliminary Application shall be submitted to the Planning Department. The Planning Department may forward the application to local, state, and federal agencies as necessary to ensure a comprehensive review of the project. **It is required that you submit and receive an approved Subdivision Pre-Application prior to submitting a Preliminary Plat Application.**

Submittal Requirements (listed in Section III.B.1 of the Subdivision Regulations for major subdivisions or Section IV.B.1 for minor subdivisions):

- Two (2) copies of the Completed Application Form.
- Three (3) copies of the Preliminary Plat, which:
 - Contains the required information for preliminary plats..
 - Conforms to the Design and Improvement Standards in Section VI of the Subdivision Regulations.
 - Conforms to the requirements of the Zoning Regulation.

- Conforms to the requirements of the Public Works Design Standards and Specifications Policy.
- A summary of probable impacts of the Subdivision.
 - Proof that the subdivider has submitted for review copies of the subdivision application and environmental assessment, if applicable, to the public utilities and agencies of local, state, and federal government identified during the pre-application meeting or subsequently identified as having a substantial interest in the proposed subdivision.
 - Additional relevant and reasonable information as identified by the Development Review Committee during the pre-application meeting:
 - The Preliminary Plat Application Review Fee.

All documents other than the preliminary plat shall be submitted on either 8 ½” x 11” or 11” x 17” paper. Additionally, digital copies of the submittal in PDF file format are required.



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City of Livingston Subdivision Preliminary Plat Application

1. **Property Owner Name:** _____

2. **Location of Property**

General Location: _____

Address: _____

Subdivision: _____ Lot: _____ Block: _____

Zoning District: _____

3. **Contact Information**

Property Owner

Home Address: _____

Phone Number: _____

Email Address: _____

Primary Contact/ Applicant

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Secondary Contact

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

4. Project Information

Type of Subdivision: Major Subsequent Minor Minor

Proposed Subdivision Name: _____

Brief Description of Project: _____

Proposed Use(s): _____

Number of Lots: _____ Number of Phases: _____

I hereby certify that the information included in this application is true and accurate.

Applicant's Signature

Date