

SUBDIVISION REVIEW JOINT APPLICATION FORM

Montana Department of Environmental Quality Local Government Joint Application Form Parts I, II, III, IV, and Checklist

Section 76-4-129, Montana Code Annotated (MCA), provides that this Subdivision Review Joint Application Form may be used to apply for Montana Department of Environmental Quality (DEQ) approval of subdivisions under the Sanitation in Subdivision laws and for subdivision approval by local governments under the Subdivision and Platting Act. The form replaces DEQ Form E.S. 91 and local preliminary plat approval forms. Landowners thus are relieved from the burden of providing similar information on different forms under two separate laws. Please consult with your local planning board, health department, or DEQ regarding the proper submittal of this application and supporting materials.

- A. When applying for subdivision review by the planning board and local governing body, the following parts of this form must be completed and submitted to the governing body or its designated agent.
1. Part I must be completed for all subdivisions required to be reviewed and approved by the local governing body.
 2. Parts I, II, and III must be completed for all subdivisions for which local subdivision regulations require submittal of an environmental assessment.
- B. When applying for review of subdivisions by DEQ, Parts I and II of this form must be completed and submitted to DEQ. If the proposed subdivision is located in a county contracted to perform the review of subdivisions, the application must be submitted to the local health department.
- C. When applying for concurrent review of the subdivision by the local governing body and by DEQ, the following parts of this form must be completed and submitted to the local governing body or its designated agent, or to DEQ:
1. Parts I and II must be completed for all subdivisions for which concurrent review is requested.
 2. Parts I, II and III must be completed for all subdivisions for which local subdivision regulations require submittal of an environmental assessment.
- D. Although not a requirement of this Joint Application, it is highly recommended that the applicant complete Part IV - Subdivision Checklist and submit the checklist with Part I and the information required by Part II. The checklist identifies the application items (with references to applicable rules and technical circulars) that are typically required by the reviewing authority. Depending on the technical complexity of the proposed subdivision, the checklist may not necessarily identify all of the required application items. However, it does provide general guidance to assist the applicant in preparing a more complete application so as to expedite the review/approval process by the reviewing authority.

Copies of this Joint Application Form are available from:

- Montana Department of Environmental Quality, Permitting and Compliance Division;
- Montana Department of Commerce, Economic and Community Development Division;
- Local health departments and sanitarians; and
- Local planning offices.

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY/
LOCAL GOVERNMENT JOINT APPLICATION FORM

PART I GENERAL DESCRIPTION AND INFORMATION

1. Name of proposed development _____
2. Location: City and/or county _____
Legal description: _____ 1/4 _____ 1/4 of Section _____ Township _____ Range _____
3. Is concurrent review by local governing body and DEQ requested? Yes _____ No _____
4. Type of water supply system
_____ Individual well
_____ Individual cistern
_____ Individual surface water supply or spring
_____ Shared well (2 connections)
_____ Multiple-user water supply system (3-14 connections and fewer than 25 people)
_____ Service connection to multiple-user system
_____ Service connection to public system
_____ Extension of public main
_____ New public system (15 or more connections or serving 25 or more people)
5. Type of wastewater treatment system
_____ Individual wastewater treatment system
_____ Number of bedrooms (3 bedrooms will be used if unknown)
_____ Shared wastewater treatment system (2 connections)
_____ Multiple-user system (3-14 connections and fewer than 25 people)
_____ Service connection to multiple-user system
_____ Service connection to public system
_____ Extension of public main
_____ New public system (15 or more connections or serving 25 or more people)
6. Name of solid waste (garbage) disposal site _____
7. Nondegradation
Yes _____ No _____ Is information included which substantiates that there will be no degradation of state waters or that degradation will be nonsignificant?
Yes _____ No _____ If not, have you enclosed an Application to Degrade?
8. Descriptive Data
_____ Number of lots or rental spaces
_____ Total acreage in lots being reviewed
_____ Total acreage in streets or roads
_____ Total acreage in parks, open space, and/or common facilities
_____ Total gross acreage of subdivision
_____ Minimum size of lots or spaces
_____ Maximum size of lots or spaces
9. Indicate the proposed use(s) and number of lots or spaces in each.
_____ Residential, single family
_____ Residential, multiple family Number of units _____
_____ Type of multiple family structure (e.g. duplex) _____ Number of units _____
_____ Planned unit development Number of units _____
_____ Condominium Number of units _____
_____ Mobile home park Number of units _____
_____ Recreational vehicle park Number of units _____
_____ Commercial or industrial
_____ Other (please describe) _____

10. Provide the following information regarding the development.

Current land use _____
Depth to ground water at the time of year when water table is nearest to the natural ground surface within the drainfield area _____
Depth to bedrock or other impervious material in the drainfield area _____
Existing zoning or other regulations _____

11. Include the following attachments, if applicable.

Yes _____ NA _____ An overall development plan indicating the intent for the development of the remainder of the tract, if a tract of land is to be subdivided in phases.

Yes _____ NA _____ Drafts of any covenants and restrictions to be included in deeds or contracts for sale.

Yes _____ NA _____ Drafts of homeowners' association bylaws and articles of incorporation, if applicable.

(Submitting a draft copy of a homeowners' association bylaws and articles of incorporation is adequate for DEQ to initiate and complete its review of sanitary facilities, but a copy of the fully executed documents must be submitted before DEQ can issue final approval.)

I understand that a person may not dispose of any lot within a subdivision, erect any facility for the supply of water or disposal of sewage or solid waste, erect any building or shelter in a subdivision that requires facilities for the supply of water or disposal of sewage or solid waste, or occupy any permanent buildings in a subdivision until the reviewing authority under the Sanitation in Subdivisions Act has issued a certificate of subdivision approval indicating that the subdivision is not subject to sanitary restriction, unless the subdivision is exempt from the Sanitation in Subdivisions Act under 76-4-125, MCA. I understand that a person may not construct or use a facility that deviates from the certificate of subdivision approval until the reviewing authority has approved the deviation.

I designate _____ as my representative for purposes of this application.

Designated representative, if any (e.g., engineer, surveyor)

Name: _____ Phone: _____

Address: _____
Company, Street or P.O. Box, City, State, Zip Code

Owner

Name: _____
Signature of owner Print name of owner

Address: _____
Street or P.O. Box, City, State, Zip Code

Date: _____ Phone: _____

(The statement must be signed by the owner of the land proposed for subdivision or the responsible officer of the corporation offering the same for sale.)

Notice: The statutory time frame for each review is 60 days. Resubmittal of denied or incomplete applications restarts the time frame. The estimated time for the DEQ to act on a complete subdivision application is 10 days for subdivisions reviewed by a local department of health under contract to the DEQ. Local health departments review subdivisions within 50 days of receipt of a complete application. During non-peak times, a review may take 25 to 45 days. For peak times, the review may take 45 to 60 days.

PART IV SUBDIVISION CHECKLIST

Subdivision: _____		County: _____			
E.Q. Number (provided by DEQ): _____					
Please complete the checklist with your initials or N/A.					
Applicant Representative Initial or N/A	County Initial or N/A	DEQ Initial or N/A	Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
			1. Have deviation or waiver requests been submitted with appropriate fees?	17.36.601	
			2. Is check included with correct fee?	17.36.103(1)(a)	
			3. Is application included with owner's signature/address/phone/date?	17.36.102(1)&(2)	
			4. Is legible copy of Preliminary Plat or COS included?	17.36.103(1)(m)	
			5. Is legal description included on the Preliminary Plat or COS?	17.36.103(1)(m)	
			6. Are all lots described on survey being reviewed and any exclusions clearly stated on Preliminary Plat or COS?	17.36.103(1)(m), 17.36.605	
			7. Are lots at least 1 acre in size or otherwise meet minimum lot size requirements?	17.36.340, 17.36.322(4)	
			8. Is local health officer approval included?	17.36.102(3)&(6), 17.36.103(1)(n), 17.36.108(2)	
			9. Are Planning Board or County Commissioner comments included?	17.36.103(1)(n)	
			10. Is a clear copy of USGS or other topo map included to show ground slope of property?	17.36.103(1)(h), 17.36.310, 17.36.322	
			11. Are 4 copies of lot layout included with the subdivision name on each?	17.36.103(1)(d), 17.36.104	
			12. Is all required information (e.g., scale, legend, north arrow, etc.) included on the lot layout?	17.36.103(1)(d), 17.36.104	
			13. Are locations of water and sewer mains shown?	17.36.103(1)(d), 17.36.104	
			14. Are on-site sewer systems designed in conformance with DEQ 4?	17.36.320	
			15. Is the slope given for drainfield areas?	17.36.103(1)(h), 17.36.322	
			16. Are drainfields orientated along land contours to meet depth requirements?	17.36.322, DEQ 4, Chap. 8	
			17. Are drainfiled replacement areas shown?	17.36.322 DEQ 4, Chap..8	

<u>Applicant</u> or <u>Representative</u> Initial or N/A	<u>County</u> Initial or N/A	<u>DEQ</u> Initial or N/A	<u>Question</u>	<u>Refer to ARM 17.36</u> <u>Subsections</u>	<u>Reviewer's</u> <u>Comments</u>
			18. Are minimum setback requirements met?	17.36.323	
			19. Is adequate test pit (8 ft. excavation) data provided?	17.36.103(1)(h), 17.36.325	
			20. Is SCS/NRCS soils data provided?	17.36.325(3)	
			21. Is information to verify depth to seasonal high ground water or bedrock provided?	17.36.103(1)(h), 17.36.106(2), 17.36.325(2)	
			22. If conducted, does perc test value(s) correspond to soil type?	17.36.103(1)(h)	
			23. Are wells, 100 ft. well isolation zone, mixing zones, and ground water flow direction (verified by wells or other documentation) shown?	17.36.103(1)(e), 17.30.501-518	
			24. Is adequate water supply substantiated?	17.36.103(1)(f)	
			25. Are water quality analyses (nitrate, specific conductivity, and bac-T (for existing wells) provided, along with well log and well location?	17.36.103(1)(f), 17.36.330, 17.36.335	
			26. Is existing well over 25 ft. in depth?	17.36.335, 17.36.331(1)(e)	
			27. Will surface water, spring or cistern system be disinfected and filtered?	17.36.336	
			28. Is nondegradation addressed and supporting data to determine background water quality, hydraulic conductivity and hydraulic gradient provided?	17.36.103(1)(i), 17.30.501-518, 17.30.715	
			29. Is nitrate level at end of mixing zone < 5 ppm (< 7.5 ppm, if level 2 provided), and phosphorous breakthrough > 50 years?	17.36.103(1)(i), 17.30.715	
			30. Are shared users agreements included for shared well, drainfields and/or easements?	17.36.103(1)(o), 17.36.326(3)	
			31. Is a copy of the local septic permit (if issued) for an existing septic system provided?	17.36.327	
			32. Is a septic pumper's report stating an existing septic tank has been pumped within the last 3 years provided?	17.36.327	
			33. Is evidence demonstrating proper hydraulic functioning of an existing septic system provided?	17.36.327	
			34. Are wells, drainfields and/or mixing zones within 100 ft. perimeter outside of subdivision boundaries shown?	17.36.103(1)(e), 17.30.501-518, 17.30.706	

<u>Applicant</u> or <u>Representative</u> Initial or N/A	<u>County</u> Initial or N/A	<u>DEQ</u> Initial or N/A	<u>Question</u>	<u>Refer to ARM</u> <u>17.36 Subsections</u>	<u>Reviewer's</u> <u>Comments</u>
			35. Is proposed subdivision within 500 feet of public water supply and/or sewer system?	17.36.328(1)	
			36. Is authorized statement to connect to existing public water and/or sewer system and statement of adequate capacity provided?	17.36.103(1)(g), 17.36.328(2)(b)	
			37. Is existing public water system approved by DEQ and PWS # provided?	17.36.328(2)(b) & (c)	
			38. Do appropriate water rights exist for the public water connection?	17.36.328(2)(b)	
			39. If needed, are easements for water and/or sewer systems/lines shown?	17.36.103(1)(m) & (o)	
			40. Are plans and specs (3 copies) stamped and signed by PE?	17.36.103 (1)(b) & (c)	
			41. Are 100-year floodplain requirements met, and floodplains and drainages shown?	17.36.104, 17.36.106(2)(c), 17.36.324	
			42. Is solid waste disposal addressed?	17.36.103(1)(k), 17.36.309	
			43. Has storm water drainage been addressed?	17.36.103(j), 17.36.104(2), 17.36.310, DEQ 8	

Applicant/representative: Name _____
Signature _____ Date / /

County reviewer: Name _____
Signature _____ Date / /

SUBDIVISION STORM DRAINAGE CHECKLIST

Subdivision: _____
 Reviewer: _____
 Owner: _____

County: Beaverhead
 Review Date: _____

YES	NO	N/A	QUESTION	REVIEWER'S COMMENTS
			Does the subdivision have five or fewer lots? 17.36.310 (3)(a)	
			Does the area of disturbance have a slope of three Percent or less? 17.36.310 (3)(b)	
			Are the unvegetated areas, roads, cuts, fills, roofs, driveways, less than 15% of the total acreage? 17.36.310 (3)(c)	
			Will drainage structures, such as road ditches, be constructed? 17.36.310 (3)(d)	
			Has the designer demonstrated that there will be no increase in the amount of pre-development stormwater runoff after development? 17.36.310 (3)(e)	
			Has the designer demonstrated that the subdivision will not alter pre-development water flow patterns? 17.36.310 (3)(f)	
			Is a contour map or 7½ minute USGS topo map provided? 17.36.310 (3)(g)	
			If the above questions are answered yes, you do not need to answer the following questions? DEQ 8 items to check	
			Does the contour map show the lots, drainages and drainage structures (ponds and pipe)? DEQ 8, Ch 1	
			Is the storm runoff directed away from drainfields and sand mounds? DEQ 8, Ch 1.1.2 (e)	
			For large runoff volumes, is the carrying capacity of the drainageway provided? DEQ 8 Ch 1.1.2	
			For steep slopes and/or large amounts of runoff, are measures provided to control erosion (temporary and permanent)?	
			Are precipitation values obtained from MOAA Atlas or recent MDT information (curves in old MDOH Hydraulics Manual are not acceptable)? DEQ 8 Ch 1, Appendix A	
			Is the method of determining runoff acceptable (generally Rational or SCS)? DEQ 8 Ch 2	
			For the Rational Method, is the coefficient of runoff acceptable? DEQ 8 Ch 2	
			For the SCS Method, is the Curve Number acceptable? DEQ 8 Ch 2	
			For the SCS Method, is the Ia/P ratio less than 0.5? DEQ 8 Ch 2	
			Does the drainage plan/contour map show direction of flow and identify locations where water leaves the property? DEQ 8 Ch 1	
			Is storm water directed away from lots on adjacent subdivisions? DEQ 8 Ch 1	
			Is adequate evidence provided that the additional runoff will not create downstream problems? DEQ 8 Ch 1	
			If detention/retention ponds are proposed, are they shown on the lot layout and included in the approval statement? DEQ 8 Ch 1	

YES	NO	N/A	QUESTION	REVIEWER(S) COMMENTS
			<i>If detention/retention ponds are proposed, is there an outlet for runoff events greater than the design event?</i>	
			<i>If runoff will reach state surface waters, is adequate treatment provided? ARM 17.36.310(6)</i>	

I certify that I have reviewed the application as a qualified reviewer under applicable state laws, rules, and Circulars, and the pressure distribution system complies with applicable state requirements.

Signature of Reviewer

**POSSIBLE SOURCES OF INFORMATION TO CONTACT WHEN COMPLETING THE
FORM INCLUDE THE FOLLOWING:**

Local Agencies

City or County Health Department City Engineer or County Surveyor County Road Supervisor Conservation District County Extension Service Planning Board Staff Floodplain Administer	School District Fire District or Department Police or Sheriff's Department Hospital or Ambulance Service Chamber of Commerce Telephone, Electrical Power, Gas and Cable
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<u>State Agencies</u>	<u>Information</u>	<u>Location</u>
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Department of Fish, Wildlife and Parks	fisheries, vegetation and wildlife	Helena and regional offices
Department of Environmental Quality	water quality	Helena
Department of Transportation	access to state highways, traffic data maps, aerial photographs	Helena
Department of Natural Resources and Conservation	surface and groundwater, floodplains, well logs, water rights, fire hazards	Helena and regional offices
Bureau of Mines and Geology	geology, ground water, water quality, well logs, topographic maps	Butte and Billings

<u>Federal Agencies</u>	<u>Information</u>	<u>Location</u>
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Farm Service Agency	aerial photographs	county offices
Bureau of Land Management	vegetation, maps, topography	Billings and district offices
Forest Service	topography, surface water, soil maps, vegetation, wildlife, fire hazards, maps	Missoula regional, national forest and district offices
Geological Survey	geology, surface and ground water, water quality, floodways, topographic maps	Helena
Natural Resources Conservation Service	soils, surface water, flood hazards, erosion	Bozeman and county offices