

DATE: August 3, 2004

To: All Surveyors Submitting Certificates of Survey and Subdivision Plats to the Beaverhead County Planning Office

From: The Beaverhead County Planning Office

Re: Requirements

It seems that the procedures that need to be followed in order to help make certificates of survey and subdivision plats go through channels smoothly have gone somewhat by the way side. So, this memo is to bring everyone back on track and up do speed with what is required of your firm by this office.

1. **Plats will not be accepted at all without the proper fees.** We will no longer be sitting on your plats waiting for fees, etc. We can not start our process without the proper fees and will not take responsibility for the plat until we have logged the survey in and are able to start the process. Please don't bring them in and ask us to sit and wait until your client decides to send us the proper fee. The proper fee must accompany the plat.
2. **We need six (6) paper copies of C.O.S. 's and eighteen (18) copies of Major and Minor Subdivision Plats submitted.** If the correct number of copies are not submitted the extra copies we have to make will be charged (\$5.00 each copy) to the surveyor and payable before the final plat is filed. **Include one (1) 11 x 17 copies with submittal.**
3. **We need (18) copies of the Subdivision Packets and Supplemental Information (that needs to be distributed for review) submitted.** If the correct number of copies are not submitted the extra copies we have to make will be charged to the surveyor and payable before the final plat is filed.
4. **The contact/information sheet needs to filled out and submitted with each plat or survey.** This lets us know who to contact with questions. Sometimes your client wants to be contacted and other times they have a representative such as yourself and do not want to be bothered with questions. So to keep your client happy let us know who to bother if we have questions.
5. **The Sanitarian needs to have a complete sanitation packet submitted with the correct D.E.Q. fee.** (A. Fee Schedule and Check list are attached) Piecing these items together just makes things difficult, messy and time consuming.
6. **Please do not take it upon yourself to send surveys/plats to the County's Examining Surveyor.** In the long run this could take extra time. If a survey to be reviewed does not come from the planning office the county examiner will not review the plat without first clearing his review with the county. This is because the county pays and approves each survey reviewed by the examining land surveyor.
7. **Re-Submittal of Survey** - The same requirements apply for any plat that needs to be re-submitted for any reason. Follow the requirements 1 - 5 and things should run smoothly.

Thank you for your cooperation.