

***SUBDIVISION
PRELIMINARY PLAT APPLICATION PACKAGE***

Step by Step



**BEAVERHEAD COUNTY
PLANNING BOARD**



**Prepared by:
The Beaverhead County Land Use Planning
And
Beaverhead County Sanitation Office**

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BEAVERHEAD COUNTY PLANNING DEPARTMENT PRELIMINARY PAT
CHECKLIST AND REQUIRED INFORMATION.

The subdivider shall submit to the governing body or to the agent or agency designated by the governing body a subdivision application addressing these topics and containing the following materials.

For specific details on each item, please refer to page B-4 thru B-12 of the Beaverhead County Subdivision Regulations

1. _____ A completed and signed Subdivision Application Form;
2. _____ The required review fee;
3. _____ A preliminary plat; (18 copies)
4. _____ A Vicinity Sketch;
5. _____ A topographic map; (18 copies)
6. _____ Preliminary engineering plans for all Public and Private Improvements;
7. _____ Overall development plan if development is in phases; (18 copies)
8. _____ Documentation of legal and physical access;
9. _____ Documentation of existing easements, including those for Agricultural Water User Facilities;
10. _____ Existing covenants and deed restrictions;
11. _____ Existing water rights;
12. _____ Names and addresses of all adjoining property owners;
13. _____ Preliminary proposed road plans and profiles;
14. _____ Encroachment permits from Montana Department of Transportation or the local jurisdiction;
15. _____ Proposed easements;
16. _____ Proposed disposition of water rights;
17. _____ Environmental assessment and/or summary of probable impacts; (18 copies)
18. _____ Fire mitigation plan; comments from Fire Department
19. _____ Weed management plan and re-vegetation plan;
20. _____ Property owners' association documents and draft covenants; (18 copies)
21. _____ FIRM or FEMA panel map and letter identifying floodplain status;
22. _____ Required water and sanitation information;
23. _____ Letter indicating locations of cultural or historic resources;
24. _____ Variance request or approval; (18 copies) \$100.00 Fee
25. _____ Flood hazard evaluation;
26. _____ Letter identifying and proposing mitigation for potential hazards or other adverse impacts as identified in the pre-application meeting and not covered by any of the above required materials; and
27. _____ Such additional relevant and reasonable information as identified by the County Planner during the pre-application meeting that is pertinent to the required elements of this section.

STEP BY STEP PROCESS

1. **Pre-application Meeting** with the County Planner and County Sanitarian.
2. **Subdivision Application Form and Preliminary Plat** (18 copies) with all the necessary supplemental information for the review.
3. **County Subdivision Fees paid.** (When #2 and #3 are submitted, the clock begins for the County) The County has 35 working days to act on a minor subdivision application and 60 working days to act on major subdivision applications.

<u>Number of Proposed Lots, Spaces, or Units</u>	<u>Fee</u>
<i>First Minor Subdivision (1-2 lots)</i>	\$800.00
<i>First Minor Subdivision (3-5 lots)</i>	\$1,500.00 plus \$100.00 per lot
<i>All Other Subdivisions (including subsequent Minors of 1-5 lots, and Major Subdivisions of 6 lots or more</i>	\$2,500.00 plus \$ 100.00 per lot
<i>Community Planning Subdivision Lot Fee</i>	\$ 50.00 per lot -Residnetial \$250.00 per lot – Commercial
<i>Plat Review – All Surveys</i>	\$ 200.00
<i>Mobile/Manufactured Home Parks and Spaces - Fee schedule above based on spaces</i> <i>Condominiums-- Fee schedule above based on units</i>	
<i>Variance Request Review Fee</i>	\$ 100.00
<u>Final Plat Review and Inspection</u>	
<i>First Minor Subdivisions 1-5 lots</i>	\$ 250.00
<i>All other Subdivisions including subsequent Minors of 1-5 lots, and all Major subdivisions of 6 or more lots</i>	\$ 500.00

4. A **copy of the preliminary plat** will be sent to the **Examining Land Surveyor** to check the survey for accuracy (Fee \$200.00)

5. The **County Planner and the Developer** will present the proposal to the County Planning Board. (Planning Board normally meets the 2nd Thursday of each month)
* A public hearing is also required for all major subdivisions and subsequent minor subdivisions.*
 6. The **County Sanitarian will advise** the applicant of development of the **sanitation packet** to submit to the Montana Dept. of Environmental Quality (DEQ) using a checklist provided. (The sanitation information can be submitted to DEQ concurrently with local County Review) The County Sanitarian will review all proposals between 20 – 160 acres.
 7. After the **Planning Board Reviews and makes Recommendations**, the proposal will be presented to the **County Commission for Preliminary Plat Approval** by the County Planner along with the recommended planning board conditions that must be met before final plat approval. This preliminary plat approval is valid for 3 years. A Public Hearing is also required for all major subdivisions.*
 8. The **Preliminary Plat approval and conditions and the proposed Sanitary Package** which includes a letter of approval from the County Sanitarian, will be sent to the Dept. of Environmental Quality for review including the DEQ fees for each lot. (If all the information is provided in the first packet of information, DEQ has 60 working days to act on the proposal)
- DEQ Fees - for water, sewer, storm runoff and non-degradation review – approximately \$ 250.00 per lot.*
9. **Upon DEQ approval** the planner will take the proposal to the County Commission for Final Plat Approval **upon completion of all the conditions** imposed on the preliminary plat by the County Commission.
 10. The **Final subdivision Plat and DEQ Sanitary Approval** can now be **Filed** in the Clerk and Records office if all the due and owing property taxes and fees have been paid in full.

Now you can sell lots, but remember County Septic Permits are required prior to the state of construction of a dwelling or building requiring sewer and water.

MAJOR SUBDIVISION ADDITIONAL REQUIREMENTS

1. A mailing list of all landowners within 200 feet of the proposal as taken from the County tax roles, is required. It is the applicant's responsibility to insure that this mailing list is provided and is accurate.
2. Environmental assessment of the proposal. (Format included in application form.)
3. A public hearing is required prior to preliminary plat review conducted by the planning board. * The County Commissioners prior to their review will also conduct a public hearing.*
4. Other supplemental information which may be specified by the County, or which the applicant believes would be helpful in describing the proposed project.

Meeting Information: (to be filled out by staff only): Date _____ Time _____ By: _____

BEAVERHEAD COUNTY SUBDIVISION PRE-APPLICATION MEETING REQUEST

Please fill out the following information and provide the requested sketch, plats, or drawings. Once we receive and review this information, you will be contacted to schedule a pre-application conference with the planner. *Please keep a copy for your file because any information and maps provided will be retained by the Planning Department for our files.*

1. Property Owner:	2. Subdivider/Applicant:
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
_____	_____
Phone #: _____	Phone #: _____
Fax #: _____	Fax #: _____
Email: _____	Email: _____

3. Subdividers Representative: (Surveyor, Engineer, etc.)

Name: _____		
Address: _____		
Phone #: _____	Fax #: _____	Email: _____

4. Who Should be contacted to schedule the pre-application conference:

☐ Applicant ☐ Representative

5. Property Information:

Legal Description: Lot _____ Block _____ Subdiv. Name _____
or Tact: _____, COS# _____, or Book _____, Page(s) _____
Deeds in Sec. _____, T _____, R _____, Tax Id. # _____
Physical Address: _____
Property Size: _____ acres, Fire District # _____, School District # _____
Are there any zoning and/or covenants in effect? _____
Current uses/structure on the Property: _____
Are there irrigation water rights? _____ Will they be conveyed to lot owners? _____

6. Proposal

Project Title: _____

7. Type of Subdivision:

<input type="checkbox"/> First Minor, <input type="checkbox"/> Second or Subsequent Minor, <input type="checkbox"/> Major,		
<input type="checkbox"/> Subdivision Lots, <input type="checkbox"/> Lease or Rent Lots (Mobile Home Park or RV Park, etc.)		
Proposed Number of Lots/Units:	Lots:	Units
Proposed Uses: <input type="checkbox"/> Single Family Residential, <input type="checkbox"/> Multi-Family Residential,		
<input type="checkbox"/> Condominium, <input type="checkbox"/> Mobile Home Park,		
<input type="checkbox"/> Recreational Vehicle Park, <input type="checkbox"/> Commercial, <input type="checkbox"/> Industrial, <input type="checkbox"/>		
Other (explain) _____		

Attachments:

- ☐ USGS topographic map (8½" x 11") showing the surrounding area, with the following information shown: (boundaries of the property, labels for access roads, nearby creeks and streams, municipal boundaries, as applicable.)
- ☐ A copy of any existing zoning or covenants in effect. (Available at Clerk and Recorder's office, copy charges will apply)
- ☐ Include general description of terrain and vegetation.
- ☐ Concept plat/plan, including the following information as applicable. (Available at Clerk and Recorder's office, copy charges will apply)

Approximations are adequate:

- ☐ Minimum Size 11"x17"
- ☐ Property boundaries
- ☐ Acreage of Parcel
- ☐ Proposed lot lines or homesites (if known)
- ☐ Easements, right-of-ways
- ☐ Approximate locations of: utilities, including water, sewer, electric, telephone. (Designate as existing and proposed)
- ☐ Approximate locations of: driveways and roads within 300 feet of the property.
- ☐ Approximate locations of: building footprints for structures on and within 300 feet of the property.
- ☐ Approximate locations of: road and driveway locations for the proposed subdivision.

Also provide general information of the location of the features below on the concept plat/plan when on the site or within 300 feet of the property.

Approximations are adequate:

- ☐ Wetlands
- ☐ Wildlife habitat
- ☐ Environmentally sensitive features (i.e. steep slopes, rock outcroppings, unnamed drainages, gullies/swales)
- ☐ High-pressure gas lines (include the diameter of the line)
- ☐ Floodplains
- ☐ Water resources (rivers, streams, ponds, etc) on the property or within 300 feet of it.
- ☐ Irrigation ditches, pipelines, canals, include diversion points for canals on the property or within 300 feet of it.

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 & INFORMATION

Name of proposed development: _____

Location: _____

City: _____

County: _____ Geocode: _____

Legal description: ____ 1/4 ____ 1/4 _____ of Section _____ Township _____ Range _____

Type of Review

- _____ Division of Land, Boundaries Relocated, or
Removal of Restrictions
- _____ Condominiums/Townhomes/Mobile
Homes/Recreational Vehicles
- _____ Rewrite – No Boundaries Changing,
Aggregation, Change of Use
- _____ Modified Site Plan

Descriptive Data

- _____ Number of lots
- _____ Number of condominiums, townhomes, or
spaces
- _____ Total acreage of lots being reviewed

Indicate the proposed/existing use(s)

- _____ Residential, single family
- _____ Residential, multiple family
- _____ Type of multiple family structure
(e.g. duplex) _____
- _____ Planned unit development
- _____ Condominium/townhomes
- _____ Mobile home park
- _____ Recreational vehicle park
- _____ Commercial or industrial
- _____ Other (please describe) _____

Type of water supply system

- _____ Individual well
- _____ Individual surface water supply or spring
- _____ Cistern
- _____ Shared well (2 connections)
- _____ Multiple-user (3-14 connections & < 25 people)
- _____ Service connection to multiple-user system
- _____ Service connection to public system
- _____ Extension of public main
- _____ New public system (15+ connections or serving
25+ people)

Type of wastewater treatment system

- _____ Individual wastewater treatment system
- _____ Shared wastewater treatment system (2
connections)
- _____ Multiple-user (3-14 connections & < 25 people)
- _____ Service connection to multiple-user
- _____ Extension of multiple-user main
- _____ Service connection to public system
- _____ Extension of public main
- _____ New public system (15+ connections or serving
25+ people)

Name of solid waste (garbage) disposal site: _____

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

I designate _____ of _____

Print name

Print Company Name

as my representative for purposes of this application.

Address: _____

Street or P.O. Box, City, State, Zip Code

Email: _____ Phone: _____

Owner

Name: _____

Signature of all owners of record

Print name of owner (s)

Address: _____

Street or P.O. Box, City, State, Zip Code

Email: _____ Phone: _____

Date: _____

PART II: REQUIRED INFORMATION FOR APPROVAL OF SUBDIVISIONS UNDER SANITATION IN SUBDIVISIONS LAWS

(e.g., parcels less than 20 acres, trailer courts, RV parks, condominiums)

All applications must include the information required in ARM 17.36.101-805 and the appropriate circulars. In order to facilitate review, the application should be organized in the same manner as this application form and follow closely the submittal requirements in the rules and circulars.

A. Physical Conditions

Provide the following attachments.

1. A vicinity map showing the location of the proposed subdivision in relation to the nearest town, highway(s).
2. Soils survey map and most recent interpretations of soil suitability for the proposed land uses.
3. Topographic map of the development with contour intervals meeting the preliminary plat requirements of the local subdivision regulations.
4. A copy of a preliminary plat* (a minor subdivision plat if applicable) prepared in accordance with local subdivision regulations, or a final plat, show the location of:
 - a. Any rock outcroppings.
 - b. Any areas subject to flood hazard or, if available, 100 year floodplain studies. (The local floodplain administrator or the Floodplain Management Section of the Water Resources Division of the Department of Natural Resources and Conservation may be contracted for assistance in determining flood hazard locations.)
 - c. Any natural water systems such as streams, rivers, intermittent streams, lakes or wetlands (also indicate the names and sizes of each).
 - d. Any man-made water systems such as wells, ponds, canals, ditches, aqueducts, reservoirs and irrigation systems (also indicate the names, sizes and present use of each).
 - e. Any existing or proposed utilities located within or adjacent to the subdivision, including electrical power, natural gas, telephone service, water and sewer pipelines or facilities.

*Submit a preliminary plat or certificate of survey with complete and accurate legal description adequate for DEQ to initiate and complete its review of the subdivision.

B. Water Supply

1. Where an individual water supply system is proposed or existing for each parcel
 - a. For a proposed system, provide all information required in ARM 17.36.328 – 336.
Indicate the distance to the nearest public water system.
 - b. If an existing system will be used, provide all information required in ARM 17.36.335.
 - c. Attach four copies of the lot layout showing the proposed or existing location of each water supply source (spring, well or cistern) and indicating the distance to existing or proposed wastewater treatment systems.
2. Where a multiple user water system is proposed or existing
 - a. If an existing system will be used:
 - 1) Identify the system and the person, firm or agency responsible for its operation and maintenance.
 - 2) Indicate the system's capacity to handle additional use and its distance from the development.
 - 3) Provide evidence that permission to connect has been granted.

- 4) Provide three copies of the following attachments:
 - a) Map or plat showing location, size, and depth of any existing water supply lines and facilities that may directly serve parcels within the proposed development.
 - b) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.335 and DEQ-3.
 - b. If a new system will be used:
 - 1) Indicate who will install the system, who will bear the costs, when it will be completed and who will own it.
 - 2) Provide all information required in ARM 17.36.330 - 336 and DEQ-3.
3. Where a public water system is proposed or existing
- a. If an existing system will be used:
 - 1) Identify the system and the person, firm or agency responsible for its operation and maintenance.
 - 2) Provide evidence that the system is approved by DEQ and is in compliance with the regulations.
 - 3) Provide evidence that the managing entity has authorized the connections, the system has adequate capacity to meet the needs of the subdivision, the system is in compliance with department regulations, and the appropriate water rights exist or have been applied for the connections.
 - 4) Provide three copies of the following as attachments.
 - a) A map or plat showing the location, sizes and depth of any existing water lines and facilities which will directly serve parcels within the proposed development.
 - b) Plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 - 330 and DEQ-1 or DEQ-3.
 - b. If a new system will be used:
 - 1) Indicate who will install the system, who will bear the costs, when it will be completed and who will own it.
 - 2) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 - 330 and DEQ-1 or DEQ-3.

C. *Wastewater Treatment*

1. Where individual wastewater treatment systems are proposed for each parcel:
 - a. Indicate the distance to the nearest public wastewater treatment system.
 - b. Provide all information required in ARM 17.36.320 - 345 and in DEQ-4.
2. For a proposed multiple user wastewater treatment system:
 - a. Where an existing system is to be used:
 - 1) Identify the system and the person, firm or agency responsible for its operation and maintenance.
 - 2) Indicate the system's capacity to handle additional use and its distance from the development.
 - 3) Provide evidence that permission to connect has been granted.
 - 4) Provide two copies of the following attachments.
 - a) A map or plat showing the location, sizes and depth of any existing sewer lines and facilities which will directly serve parcels within the proposed development.
 - b) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.320 - 345 and DEQ-4.
 - b. Where a new system is proposed:
 - 1) Indicate who will install the system, who will bear the costs, when it will be completed and who will own it.
 - 2) Provide all information required in ARM 17.36.320 - 326 and DEQ-4.

3. For a proposed public wastewater treatment system:

- a. Where an existing system is to be used:
 - 1) identify the system and the person, firm or agency responsible for its operation and maintenance.
 - 2) provide evidence that the system is approved by DEQ and is in compliance with the regulations.
 - 3) provide evidence that the managing entity has authorized the connections, the system has adequate capacity to meet the needs of the subdivision, and the system is in compliance with department regulations.
- 4) provide three copies of the following as attachments:
 - 1) a map or plat showing the location, sizes and depth of any existing sewer lines and facilities which will directly serve parcels within the proposed development.
 - 2) plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 and DEQ-2 or DEQ-4.
- b. Where a new system is proposed:
 - 1) indicate who will install the system, who will bear the costs, when it will be completed and who will own it.
 - 2) provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.320 - 326 and DEQ-2 or DEQ-4 (also see ARM 17.38.101).

D. Solid Waste

1. Describe the proposed method of collecting and disposing of solid waste.
2. Indicate the name and location of the department-licensed or appropriate out-of-state solid waste disposal site where solid waste will be disposed in accordance with ARM 17.36.309.

E. Drainage

1. Streets, roads, and un-vegetated areas.
 - a. Describe measures for disposing of storm run-off from streets, roads, parking lots, and other un-vegetated areas within the subdivision or onto adjacent property.
 - b. Indicate type of road surface proposed.
 - c. Describe facilities for stream or drainage crossing (e.g., culverts, bridges).
 - d. Describe how surface run-off will be drained or channeled from parcels.
 - e. Indicate if storm run-off will enter state waters and describe any proposed treatment measures. (A storm-water discharge permit may be required)
 - f. Describe any existing or proposed stream-bank or shoreline alteration, any proposed construction or modification of lakebeds or stream channels. Provide information on location, extent, type and purpose of alternation.
 - g. Provide storm drainage plans and specifications as required by ARM 17.36.310 and DEQ-8.

F. Other Permits That May Be Necessary

1. **WATER USE PERMIT (WATER RIGHTS)**

The Montana Water Law requires new water developments (after July 1, 1973) to be filed with the Department of Natural Resources and Conservation to receive a water right. For groundwater developments, wells and developed springs, the amount of water to be used will determine which form to file with the department.

Form 602 – Notice of Completion of Groundwater Development: This form is to be filed when the groundwater development is a well, developed spring or a groundwater pit. The amount of water to be used cannot exceed 35 gallons per minute or 10 acre-feet per year. The form is to be filed within 60 days after the well or spring development is completed and the water has been put to the intended beneficial use. Do not file until the well is hooked up and being used.

Form 600 – Application for Beneficial Water Use Permit: When the groundwater development is a well, developed spring or groundwater pit and the intended use will be over 35 gallons per minute and 10 acre-feet per year, a water use permit must be issued before water can be appropriated. A correct and complete application with the criteria supplement and filing fee must be filed with the Department.

Forms are available at the Water Resources Regional Office at the following addresses:

Helena: Water Resources Regional Office, 1424 9th Avenue, PO Box 201601, Helena, MT 59620-1601, (406) 444-6999, or the regional office in your area,

Billings: Water Resources Regional Office, Airport Industrial Park, 1371 Rimtop Dr., Billings, MT, 59105-1978, (406) 247-4415

Bozeman: Water Resources Regional Office, 151 Evergreen Dr., Suite C, Bozeman, MT 59715, (406) 586-3136

Glasgow: Water Resources Regional Office, 222 6th St South, Glasgow, MT 59230, (406) 228-2561

Havre: Water Resources Regional Office, 210 6th Ave., Havre, MT 59501, (406) 265-5516

Kalispell: Water Resources Regional Office, 109 Cooperative Way, Suite 110, Kalispell, MT 59901, (406) 752-2288

Lewistown: Water Resources Regional Office, 613 NE Main St., Suite E, Lewistown, MT 59457, (406) 538-7459

Missoula: Water Resources Regional Office, Town & Country Shopping Center, 1610 S. Third St. West, Suite 103, Missoula, MT 59806, (406) 721-4284

2. For a complete listing of environmental permits required by the state, please reference the Montana Index of Environmental Permits from the Environmental Quality Council at (406) 444-3742 or visit the **EQC Web site:**

http://www.leg.state.mt.us/css/publications/lepo/permit_index/permit_tofc.asp. In addition, there may be other permits required by the federal government or local government agencies.

— Montana Department of Environmental Quality (DEQ), Water Quality web site (deq.state.mt.us/wqinfo)

— MPDES Wastewater Discharge - All discharges to surface water, including those related to construction dewatering. Contact DEQ, Water Protection Bureau (406) 444-3080.

— Storm Water Discharge - Construction activity greater than 1 acre disturbance. Contact DEQ, Water Protection Bureau 444-3080.

- ___ MGWPCS Discharge - All construction and/or operation of wastewater impoundments or conveyances which may cause pollution of groundwater. Also, includes land application of wastewater on a case-by-case basis. Contact DEQ, Water Protection Bureau (406) 444-3080.
- ___ 318 Authorization - Any activity in any state water that will cause unavoidable short-term violations of water quality standards. Contact DEQ, Water Protection Bureau (406) 444-3080.
- ___ 310 Permit/SPA (124) - Any activity that physically alters or modifies the bed or banks of a stream. Contact the local Conservation District.
- ___ 404 Permit - Any activity resulting in the discharge or placement of dredged or fill material into waters of the U.S., including wetlands. Contact U.S. Army Corp of Engineers at (406) 441-1375.
- ___ Montana Land-Use License or Navigable Waters Easement -The construction, placement, or modification of a structure or improvement on land below the low water mark of navigable streams. Contact DNRC (406) 444-2074.
- ___ Water Right Permit - Required before constructing new or additional diversion, withdrawal, impoundment, or distribution works for appropriation of ground water or surface water. Contact DNRC (406) 444-6614.
- ___ Lakeshore Protection Act - Any project in or near a body of water within a county's jurisdictional area. Contact County Government Offices.
- ___ Public Water Supply - New construction, alteration, extension or operation of a public water supply or non-State Revolving Fund (SRF) public sewage systems requires approval from the Department of Environmental Quality. Contact DEQ, Public Water and Subdivisions Bureau 444-4400.
- ___ Shoreline Protection - Any work in, over, or near any stream, river, lake, or wetland on the Flathead Reservation. Contact the Shoreline Protection Office at (406) 883-2888 or (406) 675-2700 ext. 7201.
- ___ UST Permits - Activities involving any type of work related to underground storage tanks (petroleum and hazardous substances). Contact DEQ, Technical Services Bureau (406) 444-1420.
- ___ RW-20 Permit - A permit is required when work is to be done within a Montana Department of Transportation (MDT) right of way. Contact the local MDT District Office.
- ___ Floodplain Development Permit - Anyone planning new construction within a designated 100-year floodplain. Contact DNRC, Water Operation Bureau, Floodplain Management, (406) 444-0860 or local Floodplain Administrator.

PART III : INFORMATION REQUIRED FOR ENVIRONMENTAL ASSESSMENT UNDER THE SUBDIVISION AND PLATTING ACT

Information specified in this Part must be provided in addition to that required in Parts I and II of this application form, when the preparation of an environmental assessment is required by the Montana Subdivision and Platting Act.

A. Geology

1. Locate on a copy of the preliminary plat, or on a plat overlay, any known hazards affecting the development, which could result in property damage or personal injury due to:
 - a. Falls, slides or slumps — soil, rock, mud, snow; or
 - b. Seismic activity.
2. Describe any proposed measures to prevent or reduce the danger of property damage or personal injury from any of the hazards referenced above.
3. Identify any geological conditions that might affect development, such as areas of bedrock, unsuitable soils, or high ground water. Describe any measures proposed to minimize the problems presented by the identified conditions.

B. Vegetation

1. Locate on a copy of the preliminary plat, or on a plat overlay, the location of the major vegetation types such as marsh, grassland, shrub, and forest.
2. Describe measures to be taken to protect trees and vegetative cover (e.g., design and location of lots, roads, and open spaces).
3. Identify areas containing noxious weed growth. Describe proposed means of weed control, especially to prevent weed growth on areas disturbed by construction.

C. Wildlife

1. Identify any major species of fish and wildlife use the area to be affected by the proposed subdivision.
2. Locate on a copy of the preliminary plat, or on a plat overlay, any known important wildlife areas, such as big game winter range, waterfowl nesting areas, habitat for rare or endangered species, and wetlands.
3. Describe any proposed measures to protect wildlife habitat or to minimize degradation (e.g., keeping buildings and roads away from shorelines or setting aside marshland as undeveloped open space).

D. Historical Features

1. Describe and locate on a copy of the preliminary plat, or on a plat overlay, any known or possible historic, archaeological, or cultural sites that may be affected by the proposed subdivision.
2. Describe any plans to protect such sites or properties.

E. Roads

1. Describe any required construction of new public or private access roads or substantial improvements to existing public or private access roads.
2. Describe the proposed closure or modification of any existing roads.
3. If any of the individual lots is accessed directly from an arterial street or road, explain why access was not provided by means of a frontage road or a road within the subdivision.
4. Indicate who will pay the costs of installing and maintaining dedicated or private roadways.
 - a. Estimate how much daily traffic the subdivision, when fully developed, will generate on existing streets and arterials.

- b. Discuss the capability of existing and proposed roads to safely accommodate this increased traffic.
 - c. Describe any increased maintenance problems and cost that will be caused by this increase in volume.
5. Describe any potential year-round accessibility concerns for conventional automobiles over legal rights-of-way available to the subdivision and to all lots and common facilities within the subdivision

Identify the owners of any private property over which access to the subdivision will be provided and indicate whether easements for access have been obtained from those landowners.

F. Utilities

- 1. Identify the utility companies involved in providing electrical power, natural gas, and telephone service. Indicate whether utility lines will be placed underground.
- 2. Identify on the preliminary plat or overlay the locations of any needed utility easements [as required by 76-3-608(3)(c), MCA].
- 3. Indicate whether the preliminary plat has been submitted to affected utilities for review.
- 4. Estimate the completion date of each utility installation.

G. Emergency Services

- 1. Describe the emergency services available to the residents of the proposed subdivision, including number of personnel and number of vehicles or type of facilities and road distance to facilities for:
 - a. Fire protection – indicate whether the proposed subdivision is in an urban or rural fire district. If not, describe plans to form or extend an existing fire district, or describe other fire protection procedures.
 - b. Where applicable, information regarding subdivisions planned in areas of high fire hazards as provided in IV-A- 18 of these regulations.
 - c. Police protection.
 - d. Ambulance service.
 - e. Medical services.
- 2. Indicate whether the needs of the proposed subdivision for each of the above services will be met by present personnel and facilities.
 - a. If not, describe the additional expenses necessary to make these services adequate.
 - b. Explain who will pay for the necessary improvements.

H. Schools

- 1. Describe the available educational facilities that would serve this subdivision and the road distance to each.
- 2. Estimate the number of school children that will be added by the proposed subdivision. Provide a statement from the administrator of the appropriate school system indicating whether the increased enrollment can be accommodated by the present personnel and facilities and by the existing school bus system.

I. Land Use

- 1. Describe land uses on lands adjacent to the subdivision.
- 2. Describe any comprehensive plan or other land use regulations covering the area proposed for subdivision or adjacent land. If the subdivision is located near an incorporated city or town, describe any plans for annexation.

3. Where public lands are adjacent to or near the proposed development, describe the present and anticipated uses of those lands (e.g., grazing, logging, and recreation). Describe how the subdivision will affect access to any public lands.
4. Describe any health or safety hazards on or near the subdivision, such as mining activity, high-pressure gas lines, dilapidated structures, high-voltage power lines or irrigation ditches. Any such conditions should be accurately described and their origin and location identified.
5. Describe any on-site or off-site uses creating a nuisance such as unpleasant odor, unusual noises, dust or smoke. Any such conditions should be accurately described and their origin and location identified.

J. Parks and Recreation Facilities

Describe park and recreation facilities to be provided within the proposed subdivision and other recreational facilities, which will serve the subdivision.

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 drainfield 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	Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
			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	Question	Refer to ARM 17.36 Subsections	Reviewer's Comments
			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	School District
City Engineer or County Surveyor	Fire District or Department
County Road Supervisor	Police or Sheriff's Department
Conservation District	Hospital or Ambulance Service
County Extension Service	Chamber of Commerce
Planning Board Staff	Telephone, Electrical Power, Gas and
Floodplain Administer	Cable

<u>State Agencies</u>	<u>Information</u>	<u>Location</u>
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>
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

BEAVERHEAD COUNTY CONSULTANT LIST

Can be obtained from the Planning Office upon request.