

Updated: June 16, 2021

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

From: The Beaverhead County Planning Office

Re: Requirements

1. **Plats will not be accepted without the proper fees.** We cannot 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. The proper fee must accompany the plat.
2. **We need five (5) paper copies of C.O.S. 's and ten (10) 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. Please include one (1) 11 x 17 copy with submittal.
3. **We need ten (10) 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 be 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. Please let us know who to contact if we have questions.
5. The Sanitarian needs to have a **complete** sanitation packet submitted with the correct D.E.Q. fee.
6. **Please do not take it upon yourself to send surveys/plats to the County's Examining Surveyor.** 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. Please follow the requirements 1 – 6 listed above.

Thank you for your cooperation.