

Date Stamp:

CITY OF GREAT FALLS  
PLANNING & COMMUNITY DEVELOPMENT DEPT.  
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021  
406.455.8430 • WWW.GREATFALLSMT.NET

## ADMINISTRATIVE PLAT APPLICATION

Name of Project (if applicable):

Project Address (if applicable):

Applicant/Owner Name:

Mailing Address:

Phone:

Email:

Surveyor's Name:

Phone:

Email:

- Relocation of Common Boundary Line: \$400
- Aggregation of Lots: \$400
- Retracement: No Fee

### LEGAL DESCRIPTION:

Lot/Block/Subdivision:

Section/Township/Range:

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

Applicant/Owner's Signature:

Date:

Surveyor's Signature:

Date:

# Administrative Plat Checklist

All applicants are required to complete and submit the Administrative Plat Application, checklist, fee and required material per the checklist for the proposed request.

**APPLICANT SHALL SUBMIT ALL INFORMATION THAT IS MARKED REQUIRED BY STAFF FOR ALL SURVEY REVIEWS. IF USING THE MUNICIPAL FACILITIES EXEMPTION, ADDITIONAL INFORMATION MAY BE REQUIRED**

Administrative Plat Checklist		Req.	App.	Staff
<b>General Plat Requirements</b>	Plat shall include all applicable items per Title 17 - Appendix A and the Cascade County Clerk and Recorder Checklist. <b>Four (4) mylar and one (1) paper copy are required for final recording:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Title Block - Title shall contain the words amended plat, subdivision, or certificate of survey (COS), the legal description, and the quarter section, section, township, range, principal meridian and county	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Name of owners, adjoining platted subdivision names, and adjoining COS numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ North arrow, scale and description of monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Legal description of boundary perimeters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All lots and blocks in the subdivision designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All streets, alleys, avenues, roads and highways; their widths and bearings; the width of all right-of-way; and the names of all streets, roads, and highways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ The location, dimensions and areas of all parks, common areas, and all other grounds dedicated for public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Acreage of the subdivision, gross and net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Date of survey and purpose statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signatures and Certifications</b>	Plat shall include all items per Title 17 - Appendix A and the Cascade County Clerk and Recorder Checklist in order to obtain the needed signatures for recording of the plat:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ The signature and seal of the registered land surveyor responsible for the survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Signature of the landowner(s) on the applicable Certificate of Exemption for any of the exemptions cited under M.C.A 76-3-207	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Certificate of Surveyor for any of the following exemptions: M.C.A. 76-3-201(a) through (f), 76-3-205 and 76-3-207	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Certification of the County Treasurer that all real property taxes and special assessments levied on the land to be subdivided have been paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ In case of amended plats containing a waiver statement pursuant to M.C.A. 76-3-207 (1) (d) or (e), certification by the applicable Planning Staff that it has examined the subdivision plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Approval statement from MDEQ and/or City-County Health Department or the Exemption stamp from City-County Health Department where subdivision is exempt from Montana Sanitation in Subdivisions Act (COSA or MFE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>