Section II – Part B Preliminary Plat Application and Fee
GALLATIN COUNTY

Subdivision Preliminary Plat Application and Elements Checklist

1. Applicant Name  CTA Architects Engineers  Date  Feb 23, 2015

2. Subdivision Name  The Village at Amsterdam

3. Subdivision Type  
   ☑  First Minor Subdivision from a Tract of Record (substantiated)
   ☐  First Minor Subdivision from a Tract of Record with a Variance
   ☑  Second or Subsequent Minor Subdivision from a Tract of Record
   ☑  Major Subdivision

4. Total Number of Lots  60  Total Acreage  78

5. Type of Development:  
   ☑  Single-Family
   ☐  Multi-Family
   ☐  Condominium
   ☐  Commercial/Industrial
   ☐  Other

6. Assessor Parcel#  
   R  F  E  0902  14  1  01  01  0000
   DOR#  06  (2)  (4)  (2)  (1)  (2)  (2)  (4)

7. Project Location (legal)  S14, T01S, R03E, E1/2, E1/2, E1/2 less
   TR 242.73' x 212.73', Gallatin County, Montana

8. Project Location (common)  West of Churchill Road, South of Amsterdam Road

9. Project Description  Major subdivision preliminary plat application containing 56 residential lots,
   2 commercial lots and related parks and infrastructure.

10. Current Land Use  Vacant/Agricultural

11. Zoning District  None  Zoning Designation  None

12. Fire District  Amsterdam Rural  School District  Amsterdam

13. Property Owner Name  CTA Land & Development LLP
   Address  PO Box 1439  Phone  
   City  Billings  State MT  Zip 59103-1439
   Email  wayn ef@ctagroup.com

14. Applicant Name  CTA Architects Engineers
   Address  411 E Main St., Ste. 101  Phone  406-556-7100
   City  Bozeman  State MT  Zip 59715
   Email  erikgarberg@ctagroup.com
15. **Preparer/Agent Name**  
CTA Architects Engineers, Attn: Erik Garberg, P.E.  
Address: 411 E Main St., Ste. 101  
Phone: 406-922-7121  
City: Bozeman  
State: MT  
Zip: 59715  
Email: erikgarberg@ctagroup.com

16. **Surveyor/Engineer Name**  
CTA Architects Engineers, George Bornemann, PLS; Erik Garberg, P.E.  
Address: 411 E Main St., Ste. 101  
Phone: 406-922-7121  
City: Bozeman  
State: MT  
Zip: 59715  
Email: erikgarberg@ctagroup.com

17. **Preliminary Plat Requirements** *(a check mark indicates item included)*

- ✔ The plat is on one or more sheets of twenty-four (24) inches by thirty-six (36) inches. Each plat must be folded into 8 1/2" x 11" or 8 1/2" x 14" format.
- ✔ The plat is drawn at a horizontal scale of not less than two hundred (200) feet to the inch.
- ✔ A title block indicating the proposed name, quarter-section, township, range, principle meridian, and county of subdivision.
- ✔ Scale and north arrow.
- ✔ Date of preparation.
- ✔ An approximate survey of the exterior boundaries of the platted tract with bearings, distances, and curve data indicated outside of the boundary lines. When the plat is bounded by an irregular body of water, such as a shoreline or river, the bearings and distances of a closing meander traverse shall be given.
- ✔ The approximate location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.
- ✔ Ground contours for the tract according to the following requirements:

  - Where the slope is:  
    - under 10%  
    - between 10% and 15%  
    - between 15% and 25%  
    - 25% or greater  
  - Contour shall be:  
    - 2 feet (or 5 feet if all lots are over one acre in size)  
    - 5 feet  
    - 10 feet  
    - a reasonable contour for the lot sizes

- ✔ Phase boundaries.
- ✔ Names of adjoining subdivisions and numbers of adjoining certificates of survey.
- ✔ Names of record owners of lots and tracts adjoining the proposed subdivision.
- ✔ Location, name, width and owner of existing roads and easements within the proposed subdivision and within adjacent subdivisions and tracts.
- ✔ Location of any existing structures, buildings, railroads, power lines, towers, and improvements inside and adjacent to the proposed subdivision.
- ✔ Zoning classification within the proposed subdivision and adjacent to it.
- ✔ Location of existing and proposed sewer, water, and storm water lines within the proposed subdivision and adjacent to it.
- ✔ Location of existing and proposed fire hydrants, power lines, telephone lines, and sewage treatment facilities, within the proposed subdivision and adjacent.
- ✔ Subdivision blocks, tracts, lots, lot numbers, lot dimensions, and areas for each.
- ✔ Proposed road locations, names, right-of-way widths, grades and curvatures.
Proposed locations of intersections with arterial, collector roads and highways.

Easement locations, width, and purpose.

Sites to be dedicated or reserved as park, common open space; with boundaries, dimensions, and areas.

Sites for commercial centers, churches, schools, industrial areas, condominiums, mobile home parks, and uses other than single-family.

Water courses, floodplain, irrigation ditches, surface water features, wetlands.

18. Elements Checklist

A preliminary plat submittal must include the following elements. Please refer to the Gallatin County Subdivision Regulations for specific requirements.

For each item listed below, the Applicant places a checkmark in Column A to indicate the required element is included in the submittal. Any item considered “non applicable” and marked in Column N/A must be explained in a narrative and attached to this form. Column S is for Planning Staff to verify required elements have been submitted. Planning Staff will review the elements checklist with the Applicant at the time the application is presented to the Planning Department. Only applications containing all required elements will be accepted for processing.

<table>
<thead>
<tr>
<th>Required Elements of Preliminary Plat Application Submittal</th>
<th>A</th>
<th>S</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Completed application with original signatures and required fee.</td>
<td>✓</td>
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<td>2. Required copies of the application and all supplemental material bound in sets ready for distribution. (24 copies for the Planning Board’s jurisdiction, 13 copies outside the Planning Board’s jurisdiction.)</td>
<td>✓</td>
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<td>3. Names of adjoining subdivisions and numbers of adjoining certificates of survey.</td>
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<td>4. Preliminary plat that is legibly drawn and complete (See #18 above).</td>
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<td>5. Area/Vicinity Map showing all adjacent sections of land, subdivisions, certificates of survey, and roads.</td>
<td>✓</td>
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<td>6. Map of entire subdivision on either an 8½-inch x 11-inch or 11-inch x 17-inch sheet.</td>
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<td>10. Flood Hazard Evaluation (Subdivision Regulations, Section 10 and Appendix G).</td>
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<td>11. Variance request(s) as an attached written statement describing the facts of the hardship and required fee.</td>
<td>✓</td>
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<td>12. Certified list of adjoining property owners, their current mailing address and property legal description.</td>
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<td>14. Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of-way or driveways intersect State, County, or City highways, streets or roads.</td>
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<td>15. A letter of approval from the Commission or other appropriate authority where a zoning change is necessary.</td>
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<td>16. Draft of appropriate certificates (Subdivision Regulations, Appendix A).</td>
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17. A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based.  

18. Provision for maintenance of all streets (including emergency access), parks, and other required improvements.  

19. Draft public improvements agreement and guarantee that describes the improvements, the justification for the request, and proposed timing or completion date of the improvements.  

20. Profile sheets for street grades greater than 5 percent.  

21. A Noxious Weed Management and Revegetation Plan approved by the Weed Control District.  

22. A letter from the appropriate fire district or fire service area setting forth the fire protection required for the proposed subdivision.  

23. Beneficial Water Use Permit (Water Rights Bureau, DNRC) if subdivision proposes to develop a well or groundwater spring with use greater than 35 gallons per minute or 10 acre-feet per year.  

24. A list of all required streambed, streambank or wetland permits or a letter from the appropriate agency that a permit is not required. (Subdivision Regulations, Secton 5.13)  

25. As a separate section within the preliminary plat application, provide all required water and sanitation information. (Subdivision Regulations Section 5E. 30. a. through g.)  

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19. Satisfactory completion of the elements checklist by the Planning Staff is written confirmation to the Applicant that the application submittal contains the elements required by the Subdivision Regulations pursuant to Section 76-3-604(2)(a), MCA.

The completed checklist is also notification to the Applicant that the Planning Department may send copies of the submittal, and other correspondence pertaining to the application, to any of the agencies on the attached Reviewing Agency List for the purpose of obtaining their assistance in determining if the submittal elements contain detailed, supporting information sufficient to allow an adequate review pursuant to Section 76-3-604(2)(c), MCA.

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**Applicant's Signature**

3.5.15

**Property Owner's Signature**

3.9.2015

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### Element Review

**Department Use Only**

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<th>Elements Reviewed Date</th>
<th>Sufficiency Deadline Date</th>
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<th>Tentative Planning Board</th>
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<td>Public Hearing Date</td>
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<th>Planning Staff Signature</th>
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08/13
Checklist Narrative (response to items checked N/A on the required preliminary plat element checklist):

Item #11: Variance request(s) as an attached written statement describing the facts of the hardship and required fee.

**Response:** No variances have been identified or requested as part of this subdivision application.

Item #14: Encroachment permits or a letter indicating intention to issue a permit where new streets, easements, rights-of-way or driveways intersect State, County, or City highways, streets or roads.

**Response:** A Traffic Impact Study analyzing the proposed street intersections with Amsterdam and Churchill Road, (as well as the existing Amsterdam and Churchill Road intersection), has been submitted as part of the application materials. Actual encroachment permits will be obtained following preliminary plat review and approval.

Item #15: A letter of approval from the Commission or other appropriate authority where a zoning change is necessary.

**Response:** N/A as there is no zoning governing the subject property.

Item #17: A written statement describing any requested subdivision variance(s) and the facts of hardship upon which the request is based.

**Response:** No variances have been identified or requested as part of this subdivision application.

Item #19: Draft public improvements agreement and guarantee that describes the improvements, the justification for the request, and proposed timing or completion date of the improvements.

**Response:** A subdivision improvements agreement is not proposed at this time. Subdivision improvements may be constructed prior to final plat approval.
Item #20:  Profile sheets for street grades greater than 5 percent.

Response: N/A as there are no proposed street grades exceeding five (5) percent.

Item #23:  Beneficial Water Use Permit (Water Rights Bureau, DNRC) if subdivision proposes to develop a well or groundwater spring with use greater than 35 gallons per minute or 10 acre feet per year.

Response: The beneficial water use permit will be submitted following the drilling of the well by the licensed driller in accordance with DNRC requirements.

Item #24:  A list of all required streambed, streambank or wetland permits or a letter from the appropriate agency that a permit is not required.

Response: N/A as there are not streams or wetlands located on the subject property or which would be affected by the proposed subdivision.
THE VILLAGE AT AMSTERDAM

MAJOR SUBDIVISION PRELIMINARY PLAT

APPLICATION FEE

Planning Department Fee: $1,125 + $40 per unit ($40 x 60) = $3,525.00
Certified Mail Fee: $12 per address ($12 x 47) = $564.00
Fire Protection Review Fee: $500 + $10 per unit ($10 x 60) = $1,100.00

Total: $3,525.00 + $564.00 + $1,100.00 = $5,189.00