CITY OF KALISPELL

Development Services Department
201 1st Avenue East
Kalispell, MT 59901
Phone (406) 758-7940

FINAL PLAT

Email: planning@kalispell.com **Website:** www.kalispell.com

Project Name	**Property Address**
NAME OF APPLICANT	
Applicant Address	**City, State, Zip**
If not current owner, please attach a letter from the current owner authorizing the applicant to proceed with the application.	
OWNER OF RECORD	
Owner Address	**City, State, Zip**
CONSULTANT (ARCHITECT/ENGINEER)	
Address	**City, State, Zip**
POINT OF CONTACT FOR REVIEW COMMENTS	
Address	**City, State, Zip**

List ALL owners (any individual or other entity with an ownership interest in the property):

Legal Description (please attach a full legal description for the property and a copy of the most recent deed).

Before the application will be deemed to be accepted for review, our office must receive an approval of the legal description from the Flathead County Plat Room. Please submit the legal description to their office (plat@flatheadcounty.gov).

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1. Date of Preliminary Plat Approval _____

2. Type of Subdivision: **Residential** ☐ **Industrial** ☐ **Commercial** ☐ **PUD** ☐ **Other** ☐

3. Total number of lots in Subdivision: _____

4. Land in Project (acres) _____ **6. Cash-in-lieu** **$** _____

5. Parkland (acres) _____ **7. Exempt** _____

8. Number of lots by type:

Single Family		**Multi-Family**	
Commercial/Industrial		**Mobile Home RV Park**	
Townhouse (sublots)		**Other**	

INSTRUCTIONS FOR FINAL PLAT

1. Attach a letter, which lists each condition of preliminary plat approval, and individually state how each condition has specifically been met. In cases where documentation is required, such as an engineer's certification, State Department of Health certification, etc., original letters shall be submitted. Blank statements stating, for example, "all improvements are in place" are not acceptable.

2. A complete final plat application must be submitted no less than **60 days** prior to expiration date of the preliminary plat.
3. Please verify the final plat with staff and submit to the county 509 committee prior to submitting mylars.

REQUIRED SUBMITTALS

	Attached	Not Applicable
Cover letter addressing preliminary plat conditions w/ attachments		
Title Report (Original, not more than 90 days old)		
Tax Certification (Property Taxes must be paid)		
Consent(s) to Plat (Originals and notarized)		
Subdivision Improvement Agreement (Attach signed original & collateral)		
Parkland Cash-in-lieu (Check attached)		
Water rights transfer		
Copy of CCR's		
Plats (2 mylars & 1 electronic copy) - other attachments required per appendix D of subdivision regulations		

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the Kalispell City staff to be present on the property for routine monitoring and inspection during the approval and development process.

_____ _____

Applicant Signature **Date**

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APPLICATION PROCESS
(application must be received and accepted by the Kalispell Planning Department **30 days prior** to the City Council Meeting and at least 60 days prior to the expiration of the preliminary plat)

Application Contents:

1. **Completed application form & attachments**
2. **Electronic copy of the application materials submitted. Either copied onto a disk or emailed to planning@kalispell.com (Please note the maximum file size to email is 20MB)**
3. **Electronic copy of the .dwg files of the final plat**
4. **Application fee based on the schedule in the link below, made payable to the City of Kalispell:** https://www.kalispell.com/DocumentCenter/View/447/Planning-Fees-Schedule-2023-PDF?bidId=

Fee Calculation Worksheet

Base Fee: _____

Per Lot Fee: _____

SIA Fee (if applicable): _____

Total Fee: _____

*** Effective October 1, 2025, a 3% processing fee will be applied to all credit card transactions. ***