



Development Services

Department

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

REVISED PRELIMINARY PLAT

(For Leased land, mobile home/RV Parks and projects where no land is divided)

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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Date of Preliminary Plat Approval: _____

Type of Project:	Mobile	RV
	Home Park _____	Park _____
	Leased	
	Lots _____	Other _____

No. of spaces proposed _____ Parkland (acres) _____

Land in project (acres) _____ Cash-in-Lieu \$ _____

Exempt _____

INSTRUCTIONS FOR REVISED PRELIMINARY PLAT

1. A revised preliminary plat must be signed by all owners of record, and by the surveyor.
2. 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. Blanket statements stating, for example, "all improvements are in place" are not acceptable.
3. A complete revised preliminary plat application must be submitted no less than **60 days** prior to expiration date of the preliminary plat.

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 (Checked attached)	_____	_____
Water rights transfer	_____	_____
Copy of CCR's	_____	_____
Plats (2 mylars & 1 electronic copy) - other attachments required per appendix D of subdivision regulations	_____	_____

APPLICATION PROCESS

(application must be received and accepted by the
Kalispell Planning Department **30 days prior** to the
Planning Commission Hearing)

A pre-application meeting with a member of the planning staff is required.

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. 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=>

Filing Fee Attached \$ _____

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 _____