



Planning Department

130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391

FAX (406) 892-4413

FINAL PLAT APPLICATION

FILING FEE ATTACHED \$ _____

SEE FEE SHEET

Project/Subdivision Name: _____

Contact Person:

Owner & Mailing Address:

Name: _____

Address: _____

Phone No.: _____

Date of Preliminary Plat Approval: _____

Type of Subdivision: Residential _____ Industrial _____ Commercial _____ PUD _____ Other _____

Total Number of Lots in Subdivision _____

Land in Project (acres) _____

Parkland (acres) _____ Cash-in-Lieu \$ _____ Exempt _____

No. of Lots by Type: _____

Single Family _____ Townhouse _____ Mobile Home Park _____

Duplex _____ Apartment _____ Recreational Vehicle Park _____

Commercial _____ Industrial _____ Planned Unit Development _____

Condominium _____ Multi-Family _____ Other _____

Legal Description of the Property _____

Attached Not Applicable **(MUST CHECK ONE)**

_____	_____	Health Department Certification (Original)
_____	_____	Title Report (Original, not more than 90 days old)
_____	_____	Tax Certification (Property taxes must be paid)
_____	_____	Consent(s) to Plat (Originals and notarized)
_____	_____	Subdivision Improvements Agreement (Attach collateral)
_____	_____	Parkland Cash-in-Lieu (Check attached)
_____	_____	Maintenance Agreement
_____	_____	Plats: 1 opaque OR 2 mylars
		1 mylar copy 1 signed blueline
		4 bluelines 4 bluelines, unsigned
		11X17 Copy 11X17 Copy

****The plat must be signed by all owners of record, the surveyor and the examining land surveyor.**

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.

A complete final plat application must be submitted no less than **60 days** prior to expiration date of the preliminary plat.

When all application materials are submitted to the Columbia Falls Planning Office, and the staff finds the application is complete, the staff will submit a report to the governing body. The governing body must act within 30 days of receipt of the revised preliminary plat application and staff report. Incomplete submittals will not be accepted and will not be forwarded to the governing body for approval. Changes to the approved preliminary plat may necessitate reconsideration by the planning board.

I certify that all information submitted is true, accurate and complete. I understand that incomplete information will not be accepted and that false information will delay the application and may invalidate any approval. The signing of this application signifies approval for Columbia Falls Planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

****NOTE: Please be advised that the County Clerk & Recorder requests that all subdivision final plat applications be accompanied with a digital copy.**

Owner(s) Signature

Date

****A digital copy of the final plat in a Drawing Interchange File (DXF) format or an AutoCAD file format, consisting of the following layers:**

1. Exterior boundary of subdivision
2. Lot or park boundaries
3. Easements
4. Roads or rights-of-way
5. A tie to either an existing subdivision corner or a corner of the public land survey system