

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Pre-Application Meeting**

Name of proposed development: \_\_\_\_\_

**Location:**

City: \_\_\_\_\_

County: \_\_\_\_\_ Geocode: \_\_\_\_\_

Legal description: \_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_\_ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Scheduled: \_\_\_\_\_

Time Meeting Began: \_\_\_\_\_ Time Meeting Ended: \_\_\_\_\_

**Attendees**

Owner (name/address/email/phone): \_\_\_\_\_

Owner's Consultant (name/address/email/phone): \_\_\_\_\_

Reviewing Agent (DEQ/County): \_\_\_\_\_

**Items Discussed:**

- |  |   |
|--|---|
| <input type="checkbox"/> Onsite Water  | <input type="checkbox"/> Storm Drainage   |
| <input type="checkbox"/> Onsite Wastewater   | <input type="checkbox"/> Legal Documents (Easements, User Agreements)                 |
| <input type="checkbox"/> Public Water or Wastewater  | <input type="checkbox"/> Surveys (COS, Plat, Exemptions)                              |
| <input type="checkbox"/> Forms (application, fees, lot layout)   | <input type="checkbox"/> Review Time-lines/Procedure                                  |
| <input type="checkbox"/> Other approvals (Board of Health, DNRC,<br>Platting, Sage Grouse, Discharge Permits,<br>DPHHS, MDT) | <input type="checkbox"/> Lot History  |
| <input type="checkbox"/> Nondegradation  | <input type="checkbox"/> Physical constraints (groundwater monitoring,<br>floodplain) |

**Attached:** Drawing \_\_\_\_\_ Well Log \_\_\_\_\_ Plat/COS \_\_\_\_\_ Current COSA EQ# \_\_\_\_\_

**Comments:**

EQ # Assigned by DEQ: \_\_\_\_\_

**Notice: Attending a pre-application meeting does not, in any way, guarantee the applicant to a water right, nor does the meeting guarantee pre-approval of the resulting application. Application will be reviewed in accordance with the rules in place at the time of receipt.**

## **SUBDIVISION REVIEW JOINT APPLICATION FORM**

### **Montana Department of Environmental Quality Local Government Joint Application Form Parts I, II, III, IV, and Checklist**

Section 76-4-129, Montana Code Annotated (MCA), provides that this Subdivision Review Joint Application Form may be used to apply for Montana Department of Environmental Quality (DEQ) approval of subdivisions under the Sanitation in Subdivision laws and for subdivision approval by local governments under the Subdivision and Platting Act. The form replaces DEQ Form E.S. 91 and local preliminary plat approval forms. Landowners thus are relieved from the burden of providing similar information on different forms under two separate laws. Please consult with your local planning board, health department, or DEQ regarding the proper submittal of this application and supporting materials.

- A. When applying for subdivision review by the planning board and local governing body, the following parts of this form must be completed and submitted to the governing body or its designated agent.
1. Part I must be completed for all subdivisions required to be reviewed and approved by the local governing body.
  2. Parts I, II, and III must be completed for all subdivisions for which local subdivision regulations require submittal of an environmental assessment.
- B. When applying for review of subdivisions by DEQ, Parts I and II of this form must be completed and submitted to DEQ. If the proposed subdivision is located in a county contracted to perform the review of subdivisions, the application must be submitted to the local health department.
- C. When applying for concurrent review of the subdivision by the local governing body and by DEQ, the following parts of this form must be completed and submitted to the local governing body or its designated agent, or to DEQ:
1. Parts I and II must be completed for all subdivisions for which concurrent review is requested.
  2. Parts I, II and III must be completed for all subdivisions for which local subdivision regulations require submittal of an environmental assessment.
- D. Although not a requirement of this Joint Application, it is highly recommended that the applicant complete Part IV - Subdivision Checklist and submit the checklist with Part I and the information required by Part II. The checklist identifies the application items (with references to applicable rules and technical circulars) that are typically required by the reviewing authority. Depending on the technical complexity of the proposed subdivision, the checklist may not necessarily identify all of the required application items. However, it does provide general guidance to assist the applicant in preparing a more complete application so as to expedite the review/approval process by the reviewing authority.

Copies of this Joint Application Form are available from:

- Montana Department of Environmental Quality, Permitting and Compliance Division;
- Montana Department of Commerce, Economic and Community Development Division;
- Local health departments and sanitarians; and
- Local planning offices.



Reviewer	Applicant		ELEMENT DESCRIPTION
Yes Missing NA	Initials	Page(s) in Report	
<b><u>General</u></b>			
			Application form provided & signed by owner, plus contact info for consultant.
			Filled out fee sheet & check made out to DEQ
			Completed & signed copy of Part 4 Checklist
			Vicinity Map Provided
			Copy of plat or COS (or deed if aliquot parts or proposing Aggregation of lots)
			4 copies of lot layout sheet(s); Facilities labeled as Existing or Proposed.
			Copy of any existing COSA for reviewed lot(s)
			Floodplains shown on drawings & any applicable documentation provided (LOMAs).
<b><u>Onsite Wastewater</u></b>			
			Copy of any existing WWTS permits for reviewed lot(s).
			Proof of pumping for septic tanks within last 3 years, unless system less than 5 years old.
			Soil profile descriptions
			Seasonal high groundwater addressed (results or letter indicating in process)
<b><u>Non-degradation</u></b>			
			Nondegradation info IF new development proposed, if expansion of existing development proposed, or for change in use (residential to commercial, etc.)
<b><u>Onsite Water</u></b>			
			Copy of any existing well logs for wells on reviewed lot(s), for wells sampled, & for wells used for hydraulic conductivity estimates
			Information about water quality, quantity & dependability (water tests & aquifer well logs)
<b><u>Public Water or Sewer</u></b>			
			If extensions or connections to existing public water/wastewater proposed, "will serve" letter or copy of current bill from public facility owner if connected
<b><u>Stormwater</u></b>			
			Stormwater drainage report & plans
<b><u>Other documents</u></b>			
			Special Requests - Prior to full design (waivers, deviations, water availability analysis, non-degradation predetermination, etc.)
			Sage Grouse documentation provided
			Copy of submittal to DNRC requesting Water Rights review or, if available, review letter from DNRC.
			Modified Site Plan
<p>Copy of This checklist <b><u>AND</u></b> (<i>circle one</i>)</p> <p><b>COMPLETE LETTER</b> or <b>INCOMPLETE LETTER</b> sent on: _____</p> <p><b>REVIEWED BY:</b> _____ <b>AGENCY:</b> _____</p>			

**PART II REQUIRED INFORMATION FOR A OF SUBDIVISIONS UNDER SANITATION IN SUBDIVISIONS LAWS (e.g., parcels less than 20 acres, trailer courts, RV parks, condominiums)**

All applications must include the information required in ARM 17.36.101-805 and the appropriate circulars. In order to facilitate review, the application should be organized in the same manner as this application form and follow closely the submittal requirements in the rules and circulars.

**A. Physical Conditions**

Provide the following attachments.

1. A vicinity map showing the location of the proposed subdivision in relation to the nearest town, highway(s).
2. Soils survey map and most recent interpretations of soil suitability for the proposed land uses.
3. Topographic map of the development with contour intervals meeting the preliminary plat requirements of the local subdivision regulations.
4. A copy of a preliminary plat\* (a minor subdivision plat, if applicable) prepared in accordance with local subdivision regulations, or a final plat, show the location of:
  - a. Any rock outcroppings.
  - b. Any areas subject to flood hazard or, if available, 100- year floodplain studies. (The local floodplain administrator or the Floodplain Management Section of the Water Resources Division of the Department of Natural Resources and Conservation may be contracted for assistance in determining flood hazard locations.)
  - c. Any natural water systems such as streams, rivers, intermittent streams, lakes or wetlands. (Also indicate the names and sizes of each).
  - d. Any man-made water systems such as wells, ponds, canals, ditches, aqueducts, reservoirs and irrigation systems. (Also indicate the names, sizes and present use of each).
  - e. Any existing or proposed utilities located within or adjacent to the subdivision, including electrical power, natural gas, telephone service, and water and sewer pipelines or facilities.

\*Submit a preliminary plat or certificate of survey with complete and accurate legal description adequate for DEQ to initiate and complete its review of the subdivision.

**B. Water Supply**

1. Where an individual water supply system is proposed or existing for each parcel
  - a. For a proposed system, provide all information required in ARM 17.36.328 – 336, indicate the distance to the nearest public water system.
  - b. If an existing system will be used, provide all information required in ARM 17.36.335.
  - c. Attach four copies of the lot layout showing the proposed or existing location of each water supply source (spring, well, or cistern) and indicating the distance to existing or proposed wastewater treatment systems.
2. Where a multiple user water system is proposed or existing
  - a. If an existing system will be used:
    - 1) Identify the system and the person, firm, or agency responsible for its operation and maintenance.
    - 2) Indicate the system's capacity to handle additional use and its distance from the development.
    - 3) Provide evidence that permission to connect has been granted.
    - 4) Provide three copies of the following attachments:
      - a) Map or plat showing location, sizes, and depth of any existing water supply lines and facilities that may directly serve parcels within the proposed development.

- b) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.335 and DEQ-3.
  - b. If a new system will be used
    - 1) Indicate who will install the system, who will bear the costs, when it will be completed and who will own it.
    - 2) Provide all information required in ARM 17.36.330 - 336 and DEQ-3.
- 3. Where a public water system is proposed or existing
  - a. If an existing system will be used
    - 1) Identify the system and the person, firm, or agency responsible for its operation and maintenance.
    - 2) Provide evidence that the system is approved by DEQ and is in compliance with the regulations.
    - 3) Provide evidence that the managing entity has authorized the connections, the system has adequate capacity to meet the needs of the subdivision, the system is in compliance with department regulations, and the appropriate water rights exist or have been applied for the connections.
    - 4) Provide three copies of the following as attachments.
      - a) A map or plat showing the location, sizes, and depth of any existing water lines and facilities that will directly serve parcels within the proposed development.
      - b) Plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 - 330 and DEQ-1 or DEQ-3.
  - b. If a new system will be used
    - 1) Indicate who will install the system, who will bear the costs, when it will be completed, and who will own it.
    - 2) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 - 330 and DEQ-1 or DEQ-3.

### **C. Wastewater Treatment**

- 1. Where individual wastewater treatment systems are proposed for each parcel
  - a. Indicate the distance to the nearest public wastewater treatment system.
  - b. Provide all information required in ARM 17.36.320 - 345 and in DEQ-4.
- 2. For a proposed multiple user wastewater treatment system
  - a. Where an existing system is to be used
    - 1) Identify the system and the person, firm, or agency responsible for its operation and maintenance.
    - 2) Indicate the system's capacity to handle additional use and its distance from the development.
    - 3) Provide evidence that permission to connect has been granted.
    - 4) Provide two copies of the following attachments.
      - a) A map or plat showing the location, sizes, and depth of any existing sewer lines and facilities that will directly serve parcels within the proposed development.
      - b) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.320-345 and DEQ-4.
  - b. Where a new system is proposed
    - 1) Indicate who will install the system, who will bear the costs, when it will be completed, and who will own it.
    - 3) Provide all information required in ARM 17.36.320 - 326 and DEQ-4.

3. For a proposed public wastewater treatment system:
  - a. Where an existing system is to be used
    - 1) Identify the system and the person, firm, or agency responsible for its operation and maintenance.
    - 2) Provide evidence that the system is approved by DEQ and is in compliance with the regulations.
    - 3) Provide evidence that the managing entity has authorized the connections, the system has adequate capacity to meet the needs of the subdivision, and the system is in compliance with department regulations.
    - 4) Provide three copies of the following as attachments.
      - a) A map or plat showing the location, sizes, and depth of any existing sewer lines and facilities that will directly serve parcels within the proposed development.
      - b) Plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.328 and DEQ-2 or DEQ-4.
  - b. Where a new system is proposed
    - 1) Indicate who will install the system, who will bear the costs, when it will be completed, and who will own it.
    - 2) Provide plans and specifications for all proposed extensions and additional lines and facilities as required by ARM 17.36.320 - 326 and DEQ-2 or DEQ-4. (Also see ARM 17.38.101).

**D. Solid Waste**

1. Describe the proposed method of collecting and disposing of solid waste.
2. Indicate the name and location of the department-licensed or appropriate out-of-state solid waste disposal site where solid waste will be disposed in accordance with ARM 17.36.309.

**E. Drainage**

1. Streets, roads, and unvegetated areas.
  - a. Describe measures for disposing of storm run-off from streets, roads, parking lots, and other unvegetated areas within the subdivision or onto adjacent property.
  - b. Indicate type of road surface proposed.
  - c. Describe facilities for stream or drainage crossing (e.g., culverts, bridges).
  - d. Describe how surface run-off will be drained or channeled from parcels.
  - e. Indicate if storm run-off will enter state waters and describe any proposed treatment measures. (A DEQ storm-water discharge permit may be required)
  - f. Describe any existing or proposed streambank or shoreline alteration, any proposed construction or modification of lakebeds or stream channels. Provide information on location, extent, type, and purpose of alternation.
  - g. Provide storm drainage plans and specifications as required by ARM 17.36.310 and DEQ-8.

F. Other Permits That May Be Necessary

1. Water Use Permit (Water Rights)

The Montana Water Law requires new water developments (after July 1, 1973) to be filed with the Department of Natural Resources and Conservation to receive a water right. For ground water developments, wells and developed springs, the amount of water to be used will determine which form to file with the department.

**Form 602 – Notice of Completion of Ground Water Development** This form is to be filed when the ground water development is a well, developed spring or a ground water pit. The amount of water to be used cannot exceed 35 gallons per minute or 10 acre-feet per year. The form is to be filed within 60 days after the well or spring development is completed and the water has been put to the intended beneficial use. Do not file until the well is hooked up and being used.

**Form 600 – Application for Beneficial Water Use Permit** When the ground water development is a well, developed spring or ground water pit and the intended use will be over 35 gallons per minute and 10 acre-feet per year, a water use permit must be issued before water can be appropriated. A correct and complete application with the criteria supplement and filing fee must be filed with the Department.

Forms are available at the Water Resources Regional Office at the following addresses:

**Helena:** Water Resources Regional Office, 1424 9<sup>th</sup> Avenue, PO Box 201601, Helena, MT 59620-1601, 406-444-6999, or the regional office in your area

**Billings:** Water Resources Regional Office, Airport Industrial Park, 1371 Rintop Dr., Billings, MT, 59105-1978, 406-247-4415

**Bozeman:** Water Resources Regional Office, 151 Evergreen Dr., Suite C, Bozeman, MT 59715, 406-586-3136

**Glasgow:** Water Resources Regional Office, 222 6<sup>th</sup> St South, Glasgow, MT 59230, 406-228-2561

**Havre:** Water Resources Regional Office, 210 6<sup>th</sup> Ave., Havre, MT 59501, 406-265-5516

**Kalispell:** Water Resources Regional Office, 109 Cooperative Way, Suite 110, Kalispell, MT 59901, 406-752-2288

**Lewistown:** Water Resources Regional Office, 613 NE Main St., Suite E, Lewistown, MT 59457, 406-538-7459

**Missoula:** Water Resources Regional Office, Town & Country Shopping Center, 1610 S. Third St. West, Suite 103, Missoula, MT 59806, 406-721-4284

2. For a complete listing of environmental permits required by the state, please reference the *Montana Index of Environmental Permits* from the Legislature Office of Environmental Quality (LEPO) at 406-444-3742 or visit the LEPO Web site:

[http://www.leg.state.mt.us/css/publications/lepo/permit\\_index/permit\\_tofc.asp](http://www.leg.state.mt.us/css/publications/lepo/permit_index/permit_tofc.asp).

In addition, there may be other permits required by the federal government or local government agencies.

— Montana Department of Environmental Quality (DEQ), Water Quality web site ([deq.state.mt.us/wqinfo](http://deq.state.mt.us/wqinfo))

— MPDES Wastewater Discharge—All discharges to surface water, including those related to construction dewatering. Contact DEQ, Water Protection Bureau 406-444-3080.

— Storm Water Discharge—Construction activity greater than 1 acre disturbance. Contact DEQ, Water Protection Bureau 406-444-3080.



- \_\_\_ MGWPCS Discharge—All construction and/or operation of wastewater impoundments or conveyances which may cause pollution of ground water. Also, includes land application of wastewater on a case-by-case basis. Contact DEQ, Water Protection Bureau at 406-444-3080.
- \_\_\_ 318 Authorization—Any activity in any state water that will cause unavoidable short-term violations of water quality standards. Contact DEQ, Water Protection Bureau at 406-444-3080.
- \_\_\_ 310 Permit/SPA (124)—Any activity that physically alters or modifies the bed or banks of a stream. Contact the local Conservation District.
- \_\_\_ 404 Permit—Any activity resulting in the discharge or placement of dredged or fill material into waters of the U.S., including wetlands. Contact U.S. Army Corp of Engineers at 406-441-1375.
- \_\_\_ Montana Land-Use License or Navigable Waters Easement—The construction, placement, or modification of a structure or improvement on land below the low water mark of navigable streams. Contact DNRC at 406-444-2074.
- \_\_\_ Water Right Permit—Required before constructing new or additional diversion, withdrawal, impoundment, or distribution works for appropriation of ground water or surface water. Contact DNRC at 406-444-6614.
- \_\_\_ Lakeshore Protection Act—Any project in or near a body of water within a county's jurisdictional area. Contact county government offices.
- \_\_\_ Public Water Supply—New construction, alteration, extension or operation of a public water supply or non-State Revolving Fund (SRF) public sewage systems requires approval from the Department of Environmental Quality. Contact DEQ, Public Water and Subdivisions Review Bureau at 406-444-4400.
- \_\_\_ Shoreline Protection—Any work in, over, or near any stream, river, lake, or wetland on the Flathead Reservation. Contact the Shoreline Protection Office at 406-883-2888 or 406-675-2700 ext. 7201.
- \_\_\_ UST Permits—Activities involving any type of work related to underground storage tanks (petroleum and hazardous substances). Contact DEQ, Technical Services Bureau at 406-444-1420.
- \_\_\_ RW-20 Permit—A permit is required when work is to be done within a Montana Department of Transportation (MDT) right of way. Contact the local MDT District Office.
- \_\_\_ Floodplain Development Permit—Anyone planning new construction within a designated 100-year floodplain. Contact DNRC, Water Operation Bureau, Floodplain Management at 406-444-0860 or local Floodplain Administrator.

### **PART III INFORMATION REQUIRED FOR ENVIRONMENTAL ASSESSMENT UNDER THE SUBDIVISION AND PLATTING ACT**

Information specified in this Part must be provided in addition to that required in Parts I and II of this application form, when the preparation of an environmental assessment is required by the Montana Subdivision and Platting Act.

#### **A. Geology**

1. Locate on a copy of the preliminary plat, or on a plat overlay, any known hazards affecting the development that could result in property damage or personal injury due to:
  - a. Falls, slides or slumps — soil, rock, mud, snow; or
  - b. Seismic activity.

Describe any proposed measures to prevent or reduce the danger of property damage or personal injury from any of these hazards.

2. Identify any geological conditions that might affect development, such as areas of bedrock, unsuitable soils, or high ground water. Describe any measures proposed to minimize the problems presented by the identified conditions.

#### **B. Vegetation**

1. Locate on a copy of the preliminary plat, or on a plat overlay, the location of the major vegetation types such as marsh, grassland, shrub, and forest.
2. Describe measures to be taken to protect trees and vegetative cover (e.g., design and location of lots, roads, and open spaces).
3. Identify areas containing noxious weed growth. Describe proposed means of weed control, especially to prevent weed growth on areas disturbed by construction.

#### **C. Wildlife**

1. Identify any major species of fish and wildlife use the area to be affected by the proposed subdivision.
2. Locate on a copy of the preliminary plat, or on a plat overlay, any known important wildlife areas, such as big game winter range, waterfowl nesting areas, habitat for rare or endangered species, and wetlands.
3. Describe any proposed measures to protect wildlife habitat or to minimize degradation (e.g., keeping buildings and roads away from shorelines or setting aside marshland as undeveloped open space).

#### **D. Historical Features**

1. Describe and locate on a copy of the preliminary plat, or on a plat overlay, any known or possible historic, archaeological, or cultural sites that may be affected by the proposed subdivision.
2. Describe any plans to protect such sites or properties.

#### **E. Roads**

1. Describe any required construction of new public or private access roads or substantial improvements to existing public or private access roads.
2. Describe the proposed closure or modification of any existing roads.
3. If any of the individual lots is accessed directly from an arterial street or road, explain why access was not provided by means of a frontage road or a road within the subdivision.
4. Indicate who will pay the costs of installing and maintaining dedicated or private roadways.

- a. Estimate how much daily traffic the subdivision, when fully developed, will generate on existing streets and arterials.
  - b. Discuss the capability of existing and proposed roads to safely accommodate this increased traffic.
  - c. Describe any increased maintenance problems and cost that will be caused by this increase in volume.
5. Describe any potential year-round accessibility concerns for conventional automobiles over legal rights-of-way available to the subdivision and to all lots and common facilities within the subdivision.
  6. Identify the owners of any private property over which access to the subdivision will be provided and indicate whether easements for access have been obtained from those landowners.

**F. Utilities**

1. Identify the utility companies involved in providing electrical power, natural gas, and telephone service. Indicate whether utility lines will be placed underground.
2. Identify on the preliminary plat or overlay the locations of any needed utility easements [as required by 76-3-608(3)(c), MCA].
3. Indicate whether the preliminary plat has been submitted to affected utilities for review.
4. Estimate the completion date of each utility installation.

**G. Emergency Services**

1. Describe the emergency services available to the residents of the proposed subdivision, including number of personnel and number of vehicles or type of facilities and road distance to facilities for:
  - a. Fire protection – Indicate whether the proposed subdivision is in an urban or rural fire district. If not, describe plans to form or extend an existing fire district, or describe other fire protection procedures. Where applicable, provide information regarding subdivisions planned in areas of high fire hazards.
  - b. Police protection.
  - c. Ambulance service.
  - d. Medical services.
2. Indicate whether the needs of the proposed subdivision for each of the above services will be met by present personnel and facilities.
  - a. If not, describe the additional expenses necessary to make these services adequate.
  - b. Explain who will pay for the necessary improvements.

**H. Schools**

1. Describe the available educational facilities that would serve this subdivision and the road distance to each.
2. Estimate the number of school children that will be added by the proposed subdivision. Provide a statement from the administrator of the appropriate school system indicating whether the increased enrollment can be accommodated by the present personnel and facilities and by the existing school bus system.

**I. Land Use**

1. Describe land uses on lands adjacent to the subdivision.
2. Describe any comprehensive plan or other land use regulations covering the area proposed for subdivision or adjacent land. If the subdivision is located near an incorporated city or town, describe any plans for annexation.

3. Where public lands are adjacent to or near the proposed development, describe the present and anticipated uses of those lands (e.g., grazing, logging, and recreation). Describe how the subdivision will affect access to any public lands.
4. Describe any health or safety hazards on or near the subdivision, such as mining activity, high-pressure gas lines, dilapidated structures, high-voltage power lines, or irrigation ditches. Any such conditions should be accurately described and their origin and location identified.
5. Describe any on-site or off-site uses creating a nuisance such as unpleasant odor, unusual noises, dust, or smoke. Any such conditions should be accurately described and the origin and location of each identified.

**J. Parks and Recreation Facilities**

Describe park and recreation facilities to be provided within the proposed subdivision and other recreational facilities that will serve the subdivision.

## POSSIBLE SOURCES OF INFORMATION TO CONTACT WHEN COMPLETING THE FORM

### Local Agencies

City or County Health Department	School District
City Engineer or County Surveyor	Fire District or Department
County Road Supervisor	Police or Sheriff's Department
Conservation District	Hospital or Ambulance Service
County Extension Service	Chamber of Commerce
Planning Board Staff	Telephone, Electrical Power, Gas, and
Floodplain Administrator	Cable Companies

### State Agencies

State Agencies	Information	Location
Dept of Fish, Wildlife, and Parks	Fisheries, vegetation and wildlife	Helena and regional offices
Dept of Environmental Quality	Water quality	Helena
Dept of Transportation	Access to state highways traffic data maps, aerial photographs	Helena
Dept of Natural Resources and Conservation (DNRC)	Surface and ground water, floodplains, well logs, water rights, fire hazards	Helena and regional offices
Bureau of Mines and Geology	Geology, ground water, water quality well logs, topographic maps	Butte and Billings

### Federal Agencies

Federal Agencies	Information	Location
Farm Service Agency	Aerial photographs	County offices
Bureau of Land Management	Vegetation, maps, topography	Billings and district offices
Forest Service	Topography, surface water, soil maps, vegetation, wildlife fire hazards, maps	Missoula regional, national forest and district offices
Geological Survey	Geology, surface and ground water, water quality, floodways, topographic maps	Helena
Natural Resources Conservation Service	Soils, surface water, flood hazards, erosion	Bozeman and county offices

**Part IV SUBDIVISION CHECKLIST**

Subdivision:  
E.Q. Number (provided by DEQ):

County:  
Date:

Please complete the checklist with your initials or N/A.

<u>Applicant or Representative</u> Initial or N/A	<u>County</u> Initial or N/A	<u>DEQ</u> Initial or N/A	<b>Question</b>	<b>Refer to ARM 17.36 Subsections</b>	<b>Reviewer's Comments</b>
			1. Have deviation or waiver requests been submitted with appropriate fees?	17.36.601	
			2. Is check included with correct fee?	17.36.103 and 17.36.802	
			3. Is application included with owner's signature/address/phone/date?	17.36.102	
			4. Is legible copy of Preliminary Plat or COS included?	17.36.103	
			5. Is legal description included on the Preliminary Plat or COS?	17.36.103	
			6. Are all lots described on survey being reviewed and any exclusions clearly stated on Preliminary Plat or COS?	17.36.103, 17.36.605	
			7. Are state letters of approval included (DNRC water rights permit, Groundwater discharge permit, public water etc.?)	17.36.103	
			8. Is local health officer approval included?	17.36.103 , 17.36.106, 17.36.108	
			9. Are Planning Board or County Commissioner comments included?	17.36.103(1)(t)	
			10. Is a clear copy of USGS or other topo map included to show ground slope of property?	17.36.103 and 17.36.322 - subsurface wastewater treatment system (SWTS); 17.36.310 - stormwater;	
			11. Are 4 copies of lot layout included with the subdivision name on each?	17.36.103, 17.36.104, 17.36.112	
			12. Is all required information (e.g., scale, legend, north arrow, etc.) included on the lot layout?	17.36.104	
			13. Are locations of water and sewer lines (extensions and connections) shown?	17.36.104	
			14. Are on-site sewer systems designed in conformance with DEQ 4?	17.36.320	
			15. Is the slope given for drainfield areas?	17.36.104, 17.36.322	
			16. Is sewage treatment system type allowed?	17.36.321	
			17. Are drainfield replacement areas shown?	17.36.104	
			18. Are minimum setback requirements met?	17.36.323	
			19. Are soil pits (test holes) labeled, and adequate soil pit data provided?	17.36.104, 17.36.325	
			20. Are sewage system agreements, easements, O & M plan addressed?	17.36.326	
			21. Is information to verify depth to seasonal high ground water or bedrock provided?	17.36.325	
			22. If conducted, does perc test value(s) correspond to soil type?	17.36.325	
			23. Is gray water reuse system proposed?	17.36.319	
			24. Is adequate water supply quantity substantiated?	17.36.103, 17.36.330	
			25. Are water quality analyses (nitrate, nitrite, specific conductivity, and bac-T (for existing wells) provided, along with well log and well location?	17.36.331 (proposed) 17.36.335 (existing)	

			26. Is existing well over 25 ft. in depth and grouted to 25 feet?	17.36.335	
<b>Applicant or Representative Initial or N/A</b>	<b>County Initial or N/A</b>	<b>DEQ Initial or N/A</b>	<b>Question</b>	<b>Refer to ARM 17.36 Subsections</b>	<b>Reviewer's Comments</b>
			27. Will alternative water supply be used (cistern, spring)?	17.36.336	
			28. Is nondegradation addressed and supporting data to determine background water quality, hydraulic conductivity and hydraulic gradient provided?	17.36.103, 17.36.312, 17.30.501-518, 17.30.715	
			29. Is nitrate level at end of mixing zone < 5 ppm (< 7.5 ppm, if level 2 provided), and phosphorous breakthrough > 50 years <u>and trigger analysis for n and p</u> addressed?	17.36.103, 17.36.312, 17.30.715	
			30. Are all supporting legal documents included (shared users agreements easements, covenants, HOA, water/sewer districts)?	17.36.103, 17.36.326, 17.36.310, 17.36.334	
			31. Is a copy of the local septic permit (if issued) for an existing septic system provided?	17.36.327	
			32. Is a septic pumper's report stating an existing septic tank has been pumped within the last 3 years provided?	17.36.327	
			33. Is evidence demonstrating proper hydraulic functioning of an existing septic system provided?	17.36.327	
			34. Are wells, drainfields and/or mixing zones within 100 ft. perimeter outside of subdivision boundaries shown?	17.36.103, 17.36.104	
			35. Is proposed subdivision within 500 feet of public water supply and/or sewer system?	17.36.328	
			36. Is authorized statement to connect to existing public water and/or sewer system and statement of adequate capacity provided?	17.36.328	
			37. Is existing public water system approved by DEQ and PWS # provided?	17.36.328	
			38. Do appropriate water rights exist for the public water connection?	17.36.328	
			39. Are subdivisions adjacent to state waters addressed?	17.36.312	
			40. Are plans and specs stamped and signed by PE?	17.36.314	
			41. Is letter from owner stating PE certification of construction and "as-builts" will be submitted included?	17.36.314	
			42. Are 100-year floodplain requirements met, and floodplains and drainages shown?	17.36.104, 17.36.323, 17.36.324	
			43. Is solid waste disposal addressed?	17.36.103, 17.36.309 (waste stored on-site)	
			44. Has storm water drainage been addressed?	17.36.310, DEQ 8	

Notes:

**Applicant/representative:** Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /

**County reviewer:** Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /

**DEQ reviewer:** Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /