

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 9th 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 6th St South, Glasgow, MT 59230, 406-228-2561

Havre: Water Resources Regional Office, 210 6th 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.

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)

— 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.