



Planning Department
201 1st Avenue East
Kalispell, MT 59901
Phone: (406) 758-7940
Fax: (406) 758-7739
www.kalispell.com/planning

FINAL PLAT APPLICATION

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 \_\_\_\_\_

FILING FEE ATTACHED \$ \_\_\_\_\_

Table with 2 columns: Subdivision type and Fee. Rows include Minor Subdivision with approved preliminary plat (\$400 + \$125/lot), Major Subdivision with approved preliminary plat (\$800 + \$125/lot), Subdivisions with Waiver of Preliminary Plat (\$800 + \$125/lot), and Subdivision Improvements Agreement (\$50).

<u>Attached</u>	<u>Not Applicable</u>	<b><u>(MUST CHECK ONE)</u></b>
_____	_____	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
_____	_____	<b>Plats:</b> 2 mylars                            1 11X17 Copy
		1 full size copy                    1 Electronic 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 Kalispell Planning Department, 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 Kalispell 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