



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](mailto:planning@kalispell.com)

**Website:** [www.kalispell.com](http://www.kalispell.com)

Project Name	Property Address
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NAME OF APPLICANT	Applicant Phone
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Applicant Address	City, State, Zip
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Applicant Email Address
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*If not current owner, please attach a letter from the current owner authorizing the applicant to proceed with the application.*

OWNER OF RECORD	Owner Phone
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Owner Address	City, State, Zip
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Owner Email Address
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CONSULTANT (ARCHITECT/ENGINEER)	Phone
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Address	City, State, Zip
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Email Address
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POINT OF CONTACT FOR REVIEW COMMENTS	Phone
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Address	City, State, Zip
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Email Address
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List ALL owners (any individual or other entity with an ownership interest in the property):

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Legal Description (please provide a full legal description for the property and attach a copy of the most recent deed):

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\_\_\_\_\_ Please initial here indicating that you have verified the description with the Flathead County Clerk and Recorder and that the description provided is in a form acceptable to record at their office.



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Date of Preliminary Plat Approval: \_\_\_\_\_

Type of  
 Project:

Mobile Home Park \_\_\_\_\_ RV 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 Board 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](mailto:planning@kalispell.com) (Please note the maximum file size to email is 20MB)**
  
- 3. Application fee based on the schedule below, made payable to the City of Kalispell:**

MH/RV Parks, Campgrounds & Condo Minor Subdivision (5 or fewer spaces)	<b>\$300 + \$125 per space/unit</b>
MH/RV Parks, Campgrounds & Condo Major Subdivision (6 or more spaces)	<b>\$400 + \$125 per space/unit</b>

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