



Development Services  
Department  
201 1st Avenue East  
Kalispell, MT 59901  
Phone (406) 758-7940

## FINAL PLAT

**Email:** [planning@kalispell.com](mailto:planning@kalispell.com)

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

Project Name

Property Address

NAME OF APPLICANT

Applicant Phone

Applicant Address

City, State, Zip

Applicant Email Address

*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

Owner Address

City, State, Zip

Owner Email Address

CONSULTANT (ARCHITECT/ENGINEER)

Phone

Address

City, State, Zip

Email Address

POINT OF CONTACT FOR REVIEW COMMENTS

Phone

Address

City, State, Zip

Email Address

List **ALL** owners (any individual or other entity with an ownership interest in the property):

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

Before the application will be deemed to be accepted for review, our office must receive an approval of the legal description from the Flathead County Plat Room. Please submit the legal description to their office ([plat@flathead.mt.gov](mailto:plat@flathead.mt.gov)).



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1. Date of Preliminary Plat Approval \_\_\_\_\_

2. Type of Subdivision: Residential\_\_\_\_ Industrial\_\_\_\_ Commercial\_\_\_\_ PUD\_\_\_\_ Other\_\_\_\_

3. Total number of lots in Subdivision: \_\_\_\_\_

4. Land in Project (acres) \_\_\_\_\_ 6. Cash-in-lieu \$ \_\_\_\_\_

5. Parkland (acres) \_\_\_\_\_ 7. Exempt \_\_\_\_\_

8. Number of lots by type:

Single Family _____	Multi-Family _____
Commercial/Industrial _____	Mobile Home _____
Townhouse (sublots) _____	RV Park _____
	Other _____

**INSTRUCTIONS FOR FINAL PLAT**

1. 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. Blank statements stating, for example, "all improvements are in place" are not acceptable.
2. A complete final plat application must be submitted no less than **60 days** prior to expiration date of the preliminary plat.
3. Please verify the final plat with staff and submit to the county 509 committee prior to submitting mylars.

**REQUIRED SUBMITTALS**

	<b>Attached</b>	<b>Not Applicable</b>
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 (Check attached)	_____	_____
Water rights transfer	_____	_____
Copy of CCR's	_____	_____
Plats (2 mylars & 1 electronic copy) - other attachments required per appendix D of subdivision regulations	_____	_____

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

**APPLICATION PROCESS**

(application must be received and accepted by the Kalispell Planning Department **30 days prior** to the City Council Meeting)

**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. Electronic copy of the .dwg files of the final plat
4. Application fee based on the schedule below, made payable to the City of Kalispell:

Minor Subdivision with approved preliminary plat	\$400 + \$125 per lot
Major Subdivision with approved preliminary plat	\$800 + \$125 per lot
Subdivisions with waiver of preliminary plat	\$800 + \$125 per lot
Subdivision Improvement Agreement	\$50

Filing Fee Attached \$ \_\_\_\_\_