



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

MINOR SUBDIVISION PRELIMINARY PLAT

Email: planning@kalispell.com

Website: 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

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

CONSULTANT (ARCHITECT/ENGINEER)	Phone
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Address	City, State, Zip
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Email Address

POINT OF CONTACT FOR REVIEW COMMENTS	Phone
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Address	City, State, Zip
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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).



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GENERAL DESCRIPTION OF SUBDIVISION:

Number of lots or rental spaces _____	Total Acreage in subdivision _____
Total Acreage in lots _____	Minimum size of lots or spaces _____
Total Acreage in streets or roads _____	Maximum size of lots or spaces _____
Total acreage in parks, open spaces and/or common spaces _____	

PROPOSED USE(S) AND NUMBER OF ASSOCIATED LOTS/SPACES:

Single Family _____	Townhouse _____	Mobile home/RV Park _____
Commercial/Industrial _____	Multi-family _____	Other _____

APPLICABLE ZONING DESIGNATION & DISTRICT: _____

ESTIMATE OF MARKET VALUE BEFORE IMPROVEMENTS: _____

PROPOSED EROSION/SEDIMENT CONTROL: _____

ARE ANY SUBDIVISION VARIANCES REQUESTED? _____ (YES/NO) If yes please complete a separate subdivision variance application

APPLICATION PROCESS

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

A pre-application meeting with the planning staff is required.

1. Completed preliminary plat application
2. Copy of pre-application meeting form and any required submittals listed on the form
3. One reproducible set of supplemental information. (See appendix A of the Subdivision Regulations)
4. One reduced size copy of the preliminary plat not to exceed 11"x17" in size
5. Electronic copy of the application materials, including the preliminary plat, either copied onto a disk or emailed to planning@kalispell.com (Please note the maximum file size to email is 20MB)
6. A bona fide legal description of the subject property and a map showing the location and boundaries of the property
*Note - verify with the Flathead County Plat Room that the legal description submitted is accurate and recordable. They can be reached at (406) 758-5510.
7. Environmental Assessment (see appendix B in subdivision regulations) if applicable.
8. Application fee based on the schedule below made payable to the City of Kalispell:

Minor Subdivision Subdivision (5 or fewer lots)	\$1,000 + \$125 per lot
Mobile Home Parks & Campgrounds	
6 more more spaces	\$1,000 + \$250 per space
5 or fewer spaces	\$400 + \$125 per space
Amended Preliminary Plat	
amendment to conditions only	\$400 base fee
re-configured proposed lots	base fee + \$40 per lot
add additional lots or sublots	base fee + \$125 per lot

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 _____