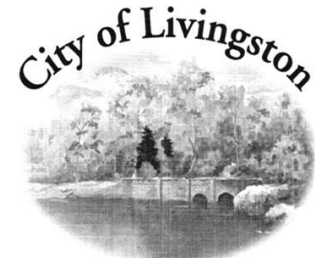


City of Livingston  
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Livingston, MT 59047  
(406)222-4903  
[planning@livingstonmontana.org](mailto:planning@livingstonmontana.org)

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## City of Livingston Subdivision Pre-Application Instructions

Subdivision review is required to divide any parcel of land within the City of Livingston that does not meet the criteria for a subdivision exemption as listed in 76-3-2 MCA. Subdivisions require a three-step application process prior to final approval:

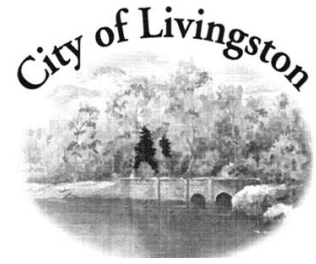
- Pre-Application
- Preliminary Plat Application
- Final Plat Application

Subdivision Pre-Applications are the first step in the subdivision process and are submitted to the Planning Department. The Planning Department may forward the application on to local, state, or federal agencies to ensure a comprehensive review based on the specifics of the application. **It is required that you meet with the Planning Department prior to submitting a Subdivision Pre-Application.**

### Submittal Requirements (can be found in Section III.A.1 of the Subdivision Regulations for major subdivisions or Section IV.A.1 for minor subdivisions):

- Completed Application Form.
- Information on the current status of the site, including:
  - Location.
  - Approximate tract and lot boundaries of existing tracts of record.
  - Description of general terrain.
  - Natural features.
  - Existing structures and improvements.
  - Existing utility lines and facilities.
  - Existing easements and rights-of-way.
- Information on the proposed subdivision, including:
  - Tract and lot boundaries.
  - Proposed public improvements.
  - Location of utility lines and facilities.
  - Easements and rights-of-way.
  - Parks and open space.
  - Location of any wetlands, watercourses and irrigation ditches.
  - Location and design of storm sewer connection.
  - Location and types of any temporary runoff protection measures to be utilized during construction.

All documents shall be submitted on either 8 ½” x 11” or 11” x 17” paper. Additionally, digital copies of the submittal in PDF file format are required.



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## City of Livingston Subdivision Pre-Application

1. **Property Owner Name:** \_\_\_\_\_

2. **Location of Property**

General Location: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_

3. **Contact Information**

*Property Owner*

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Primary Contact/ Applicant*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Secondary Contact*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Project Information**

Brief description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Number of Phases: \_\_\_\_\_

Within Historic District or Design Overlay District?  Yes  No

Floodplain on Site?  Yes  No

Infrastructure Extensions Required?  Yes  No

**I hereby certify that the information included in this application is true and accurate.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date