



# SANDERS COUNTY

## ENVIRONMENTAL HEALTH

### Revised Lot Layout Instructions

Facilities in approved subdivisions may be relocated in accordance with ARM 17.36.112(8) *Amendments that consist solely of the relocation of previously approved facilities may be made through approval of a revised lot layout document. The approved revised lot layout document must be filed with the county clerk and recorder and a copy must be provided to the department.*

Relocations of water or wastewater systems MUST comply with applicable statutes, administrative rules, and circulars.

The Environmental Health Department reviews revised lot layouts under contract with the Montana Department of Environmental Quality (DEQ), Subdivision Review Program. Instructions are outlined below.

- APPLICATION PACKET – submit to the Sanders County Environmental Health Department:
  1. A brief cover letter explaining the change being requested, and,
  2. A completed and signed Sanders County Revised Lot Layout Application, and,
  3. A completed and signed DEQ Joint Application Form Part I, and,
  4. A proposed Revised Lot Layout showing all requested changes, and,
  5. A copy of original Certificate of Subdivision Approval that shows proof the subdivision has been filed with the Sanders County Clerk & Recorder, and,
  6. Fees, **paid separately**:
    - a. \$125/lot payable to MDEQ, and,
    - b. \$5 payable to the Sanders County Clerk & Recorder, and,
  7. All required and supporting information necessary for the review, and,
  8. Four (4) copies of the revised lot layout; (after the proposed revised lot layout has been reviewed and approved).
  
- REVIEW TIME – Environmental Health has 30 days to review once all application materials are submitted.
  
- APPROVAL PROCEDURE – Environmental Health signs each of the four revised lot layouts and sends them to the DEQ Subdivision Review Program with the application, required supporting documentation, and the \$125/ lot fee. The DEQ Subdivision Review Program signs each revised lot layout, keeps one for DEQ records, and sends the remaining three back to Sanders County.
  
- RECORDING AND DISTRIBUTION – Environmental Health files one approved revised lot layout with the Clerk & Recorder's office, keeps one approved revised lot layout in the subdivision files, and mails a cover letter and approved revised lot layout to the contractor/owner.



SANDERS COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

PO BOX 519

THOMPSON FALLS, MT 59873

PH - 406-827-6961 / FAX - 406-827-4388

REVISED LOT LAYOUT APPLICATION

Current Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Applicant / Authorized Agent \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Authorized Address of Site (if available) \_\_\_\_\_

DEQ Certificate or Subdivision Approval E.Q. # \_\_\_\_\_ COS# \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Block \_\_\_\_\_ Lot/Tract/Parcel \_\_\_\_\_

Legal Description \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Size of Parcel \_\_\_\_\_

Type & Number of Structure(s) proposed: Single Family Dwelling \_\_\_\_\_ Other (describe) \_\_\_\_\_

Unfinished Basement YES \_\_\_ NO \_\_\_ Total # of Bedrooms Proposed (+1 for unfinished basement) \_\_\_\_\_

OR gallons per day effluent produced \_\_\_\_\_

Owner/Agent signature \_\_\_\_\_ Date \_\_\_\_\_

Environmental Health staff may determine your proposal is too complicated for the Revised Lot Layout process, which will then require the project be submitted as a rewrite in accordance with ARM 17.36.112. To help us determine whether your project is eligible for ARM 17.3.6.112 (8), please CHECK one or more of the following proposed changes:

\_\_\_\_\_ moving the location of a well within the lot boundaries provided that the new location meets separation distances and will not adversely change the quality, quantity and dependability of the water supply. If moving a well, submit DNRC request for determination per ARM 17.36.103 (1) (s) (i) or (ii).

\_\_\_\_\_ moving the location of the wastewater treatment system within the lot boundaries provided the new location meets separation distances and site evaluation criteria, and the wastewater system is sufficient in terms of capacity and dependability

\_\_\_\_\_ other (describe): \_\_\_\_\_

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY/  
LOCAL GOVERNMENT JOINT APPLICATION FORM**

**PART I. GENERAL DESCRIPTION AND INFORMATION**

1. Name of proposed development
2. Location: City and/or county   
Legal description: NE  1/2 N  1/2 of Section  Township  Range
3. Is concurrent review by local governing body and DEQ requested? Yes  No
4. Type of water supply system  
 Individual well  
 Individual cistern  
 Individual surface water supply or spring  
 Shared well (2 connections)  
 Multiple-user water supply system (3-14 connections and fewer than 25 people)  
 Service connection to multiple-user system  
 Service connection to public system  
 Extension of public main  
 New public system (15 or more connections or serving 25 or more people)
5. Type of wastewater treatment system  
 Individual wastewater treatment system  
 Number of bedrooms (3 bedrooms will be used if unknown)  
 Shared wastewater treatment system (2 connections)  
 Multiple-user system (3-14 connections and fewer than 25 people)  
 Service connection to multiple-user system  
 Service connection to public system  
 Extension of public main  
 New public system (15 or more connections or serving 25 or more people)
6. Name of solid waste (garbage) disposal site
7. Nondegradation  
Yes  No  Is information included which substantiates that there will be no degradation of state waters or that degradation will be nonsignificant?  
Yes  No  If not, have you enclosed an Application to Degrade?
8. Descriptive Data  
 Number of lots or rental spaces  
 Total acreage in lots being reviewed  
 Total acreage in streets or roads  
 Total acreage in parks, open space, and/or common facilities  
 Total gross acreage of subdivision  
 Minimum size of lots or spaces  
 Maximum size of lots or spaces
9. Indicate the proposed use(s) and number of lots or spaces in each.  
 Residential, single family  
 Residential, multiple family Number of units   
 Type of multiple family structure (e.g. duplex) | Number of units   
 Planned unit development Number of units   
 Condominium Number of units   
 Mobile home park Number of units  
 Recreational vehicle park Number of units  
 Commercial or industrial   
 Other (please describe)

10. Provide the following information regarding the development.

Current land use   
Depth to ground water at the time of year when water table is nearest to the natural ground surface within the drainfield area   
Depth to bedrock or other impervious material in the drainfield area   
Existing zoning or other regulations

11. Include the following attachments, if applicable.

Yes  NA  An overall development plan indicating the intent for the development of the remainder of the tract, if a tract of land is to be subdivided in phases.  
Yes  NA  Drafts of any covenants and restrictions to be included in deeds or contracts for sale.  
Yes  NA  Drafts of homeowners' association bylaws and articles of incorporation, if applicable.

(Submitting a draft copy of a homeowners' association bylaws and articles of incorporation is adequate for DEQ to initiate and complete its review of sanitary facilities, but a copy of the fully executed documents must be submitted before DEQ can issue final approval.)

I understand that a person may not dispose of any lot within a subdivision, erect any facility for the supply of water or disposal of sewage or solid waste, erect any building or shelter in a subdivision that requires facilities for the supply of water or disposal of sewage or solid waste, or occupy any permanent buildings in a subdivision until the reviewing authority under the Sanitation in Subdivisions Act has issued a certificate of subdivision approval indicating that the subdivision is not subject to sanitary restriction, unless the subdivision is exempt from the Sanitation in Subdivisions Act under 76-4-125, MCA. I understand that a person may not construct or use a facility that deviates from the certificate of subdivision approval until the reviewing authority has approved the deviation.

I designate  as my representative for purposes of this application.

**Designated representative, if any (e.g., engineer, surveyor)**

Name:  Phone:

Address:   
Company, Street or P.O. Box, City, State, Zip Code

**Owner**

Name: \_\_\_\_\_   
Signature of owner Print name of owner

Address:   
Street or P.O. Box, City, State, Zip Code

Date:  Phone:

(The statement must be signed by the owner of the land proposed for subdivision or the responsible officer of the corporation offering the same for sale.)

**Notice:** The statutory time frame for each review is 60 days. Resubmittal of denied or incomplete applications restarts the time frame. The estimated time for the DEQ to act on a complete subdivision application is 10 days for subdivisions reviewed by a local department of health under contract to the DEQ. Local health departments review subdivisions within 50 days of receipt of a complete application. During non-peak times, a review may take 25 to 45 days. For peak times, the review may take 45 to 60 days.