



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.*

Relocating water or wastewater systems **MUST** comply with applicable statutes, rules, and policies.

The Environmental Health Department reviews revised lot layouts under contract with the Montana Department of Environmental Quality (MDEQ), Subdivision Review Program. Applicants must follow the instructions 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. Any supporting information necessary for the review, and,
 8. A water right or DNRC exemption letter must be submitted for all projects, and,
 9. Four (4) copies of the final revised lot layout.

- **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 MDEQ with the application, required supporting documentation, and the \$125/ lot fee. The MDEQ 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.

_____ 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

_____ Submit a DNRC request for determination per ARM 17.36.103 (1) (s) (i) or (ii) for all projects.

_____ other (describe): _____

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

PART I. GENERAL DESCRIPTION & INFORMATION

Name of proposed development: _____

Location:

City: _____

County: _____ Geocode: _____

Legal description: ____ 1/4 ____ 1/4 _____ of Section _____ Township _____ Range _____

Type of Review

- _____ Division of Land, Boundaries Relocated, or
Removal of Restrictions
- _____ Condominiums/Townhomes/Mobile
Homes/Recreational Vehicles
- _____ Rewrite – No Boundaries Changing,
Aggregation, Change of Use
- _____ Modified Site Plan

Descriptive Data

- _____ Number of lots
- _____ Number of condominiums, townhomes, or
spaces
- _____ Total acreage of lots being reviewed

Indicate the proposed/existing use(s)

- _____ Residential, single family
- _____ Residential, multiple family
- _____ Type of multiple family structure
(e.g. duplex) _____
- _____ Planned unit development
- _____ Condominium/townhomes
- _____ Mobile home park
- _____ Recreational vehicle park
- _____ Commercial or industrial
- _____ Other (please describe)

Type of water supply system

- _____ Individual well
- _____ Individual surface water supply or spring
- _____ Cistern
- _____ Shared well (2 connections)
- _____ Multiple-user (3-14 connections & < 25 people)
- _____ Service connection to multiple-user system
- _____ Service connection to public system
- _____ Extension of public main
- _____ New public system (15+ connections or serving
25+ people)

Type of wastewater treatment system

- _____ Individual wastewater treatment system
- _____ Shared wastewater treatment system (2
connections)
- _____ Multiple-user (3-14 connections & < 25 people)
- _____ Service connection to multiple-user
- _____ Extension of multiple-user main
- _____ Service connection to public system
- _____ Extension of public main
- _____ New public system (15+ connections or serving
25+ people)

Name of solid waste (garbage) disposal site: _____

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

I designate _____ of _____
Print namePrint Company Name

as my representative for purposes of this application.

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

Email: _____ Phone: _____

Owner

Name: _____
Signature of all owners of recordPrint name of owner (s)

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

Email: _____ Phone: _____

Date: _____

Reviewer	Applicant		ELEMENT DESCRIPTION
Yes Missing NA	Initials	Page(s) in Report	
<u>General</u>			
			Application form provided & signed by owner, plus contact info for consultant.
			Filled out fee sheet & check made out to DEQ
			Completed & signed copy of Part 4 Checklist
			Vicinity Map Provided
			Copy of plat or COS (or deed if aliquot parts or proposing Aggregation of lots)
			4 copies of lot layout sheet(s); Facilities labeled as Existing or Proposed.
			Copy of any existing COSA for reviewed lot(s)
			Floodplains shown on drawings & any applicable documentation provided (LOMAs).
<u>Onsite Wastewater</u>			
			Copy of any existing WWTS permits for reviewed lot(s).
			Proof of pumping for septic tanks within last 3 years, unless system less than 5 years old.
			Soil profile descriptions
			Seasonal high groundwater addressed (results or letter indicating in process)
<u>Non-degradation</u>			
			Nondegradation info IF new development proposed, if expansion of existing development proposed, or for change in use (residential to commercial, etc.)
<u>Onsite Water</u>			
			Copy of any existing well logs for wells on reviewed lot(s), for wells sampled, & for wells used for hydraulic conductivity estimates
			Information about water quality, quantity & dependability (water tests & aquifer well logs)
<u>Public Water or Sewer</u>			
			If extensions or connections to existing public water/wastewater proposed, "will serve" letter or copy of current bill from public facility owner if connected
<u>Stormwater</u>			
			Stormwater drainage report & plans
<u>Other documents</u>			
			Special Requests - Prior to full design (waivers, deviations, water availability analysis, non-degradation predetermination, etc.)
			Sage Grouse documentation provided
			Copy of submittal to DNRC requesting Water Rights review or, if available, review letter from DNRC.
			Modified Site Plan
<p>Copy of This checklist <u>AND</u> (<i>circle one</i>)</p> <p>COMPLETE LETTER or INCOMPLETE LETTER sent on: _____</p> <p>REVIEWED BY: _____ AGENCY: _____</p>			