



# 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.