

**CLASSIFICATION OF SITE PLANS:** All developments within the Town (except individual single-household and two-household each on individual lots, and other development proposals specifically identified as requiring only sketch plan review) shall be subject to site plan review procedures and criteria, and the applicable submittal requirements.

**SITE PLAN REVIEW:**

1. The preliminary site plan shall be submitted and approved, and final site plan approval received, prior to the issuance of any building permit.
2. Property boundary pins are required to be found and flagged at the time of application. If the pins for the property boundaries cannot be found and flagged, a retracement survey is required to be completed and recorded prior to application. When the retracement survey pins are set and flagged, the application may be submitted.
3. No occupancy permits shall be issued for any development for which site plan review is required until certification has been provided demonstrating that all terms and conditions of site plan approval have been complied with.
4. Unless a variance is explicitly sought and granted in association with a site plan, all standards of this title apply whether explicitly mentioned in the record of the review or not. An omission or oversight of nonconformity with the standards of this title in the site plan shall not constitute approval of such nonconformance. Any nonconformance which was not the subject of an explicitly approved variance may be required to be cured at such time the Town becomes aware of the nonconforming condition's existence.
5. Acceptability-5 Working Days. The Town staff shall review the application for acceptability within five working days to determine if the application contains all of the submittal elements required.
6. Sufficiency-15 Working Days. After the application is deemed to contain the required elements and to be acceptable, it shall be reviewed for sufficiency. A determination of sufficiency means the application contains all of the required elements in sufficient detail and accuracy to enable the applicable review agency to make a determination that the application either does or does not conform to the requirements of the Town's Code.
7. Site plans shall be reviewed according to the procedures established by code. After review of the applicable submittal materials, the Town staff or Town Council shall act to approve, approve with conditions or deny the application, subject to the appeal provisions of this title. The basis for the Town staff's or Town Council's action shall be whether the application, including any required conditions, complies with all the applicable standards and requirements of this title, including Section 15.02.
  - Site Plan. The Town staff shall provide an opportunity for the public to comment upon development proposals. The duration of the initial comment period shall be included in any notice required by this title. The comment period for 15 working days shall be from the date of the first consideration of the sufficient preliminary plan and supplementary materials.
    - a. The Town staff shall act to approve, approve with conditions or deny an application within ten working days of the close of the public comment period. The Town staff's decision shall be in writing and shall include any special conditions which are to be applied to the development.
  - Site Plan with Variances and Conditional Use Permits. The Town Council shall provide an opportunity for the public to comment upon a proposed site plan or conditional use permit. The ending date of the comment period shall be included in the notice required by this title. The

comment period shall be from the date of the first consideration of the sufficient preliminary plan and supplementary materials until the decision by the Town Council.

- a. The Town Council shall act to approve, approve with conditions or deny an application. The Town Council's decision shall be in writing and shall include any special conditions which are to be applied to the development.
8. If the Town staff or Town Council shall determine that the proposed site plan will not be detrimental to the health, safety or welfare of the community, is in compliance with the requirements of this title and is in harmony with the purposes and intent of this title and the Town of Culbertson Growth Policy, approval shall be granted, and such conditions and safeguards may be imposed as deemed necessary.
9. Site plan approval may be denied upon a determination that the conditions required for approval do not exist. Persons objecting to the recommendations of review bodies carry the burden of proof.
10. The Town Council shall hear and decide appeals of administrative decisions and variances as provided

**SITE PLAN REVIEW CRITERIA:**

In considering applications for site plan approval under this title, the Town staff and Town Council shall consider the following:

1. Conformance to and consistency with the Town's adopted growth policy.
2. Conformance to this title, including the cessation of any current violations;
3. Conformance with all other applicable laws, ordinances and regulations;
4. The impact of the proposal on the existing and anticipated traffic conditions;
5. Pedestrian and vehicular ingress, egress and circulation, including:
  - a. Design of the pedestrian and vehicular circulation systems to assure that pedestrians and vehicles can move safely and easily both within the site and between properties and activities within the neighborhood area;
  - b. Non-automotive transportation and circulation systems design features to enhance convenience and safety across parking lots and streets, including, but not limited to, paving patterns, grade differences, landscaping and lighting;
  - c. Adequate connection and integration of the pedestrian and vehicular transportation systems to the systems in adjacent developments and general community; and
  - d. Dedication of right-of-way or easements necessary for streets and similar transportation facilities;
6. Building location and height;
7. Setbacks;
8. Lighting;
9. Provisions for utilities, including efficient public services and facilities;
10. Site surface drainage and stormwater control;
11. Loading and unloading areas;
12. Grading;
13. Signage;
14. Screening;
15. Parking;
16. Other related matters, including relevant comment from affected parties; and
17. If the development includes multiple lots that are interdependent for circulation or other means of addressing requirements of this title, whether the lots are either:
  - a. Configured so that the sale of individual lots will not alter the approved configuration or use of the property or cause the development to become nonconforming; or
  - b. The subject of reciprocal and perpetual easements or other agreements to which the Town is a party so that the sale of individual lots will not cause one or more elements of the development to become nonconforming.

## SITE PLAN CHECKLIST

<b>9 SETS OR 5 SETS PRELIMINARY AND 5 SETS FINAL REQUIRED</b>	Yes	No	N/A
1. Development application form.			
2. Location map, including area within one-half mile of the site.			
3. Boundary line of property with dimensions.			
4. Date of plan preparation and changes.			
5. North point indicator.			
6. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet.			
7. Parcel(s) and site coverage information:			
<ul style="list-style-type: none"> <li>• Parcel size(s) in gross acres and square feet</li> </ul>			
<ul style="list-style-type: none"> <li>• Location, percentage of parcel(s) and total site, and square footage for the following:               <ul style="list-style-type: none"> <li>○ Existing and proposed buildings and structures;</li> <li>○ Driveway and parking;</li> <li>○ Open space and/or landscaped area, recreational use areas, public and semipublic land, parks, school sites, etc.; and</li> <li>○ Public street right-of-way.</li> </ul> </li> </ul>			
8. Total number, type and density per type of dwelling units, and total net and gross residential density and density per residential parcel.			
9. Location, identification and dimension of the following existing and proposed data, on-site and to a distance of 150 feet outside site plan boundary, exclusive of public rights-of-way, unless otherwise stated:			
<ul style="list-style-type: none"> <li>• Topographic contours at a minimum interval of 2 feet;</li> <li>• Adjacent streets and street rights-of-way to a distance of 150 feet, except for adjacent to major arterial streets where the distances shall be 200 feet;</li> <li>• On-site streets and rights-of-way;</li> <li>• Ingress and egress points;</li> <li>• Traffic flow on-site;</li> <li>• Traffic flow off-site;</li> <li>• Utilities and utility rights-of-way or easements:               <ul style="list-style-type: none"> <li>○ Electric; Natural gas; Telephone, cable TV, and similar utilities; Water; and Sewer (sanitary, treated effluent and storm);</li> </ul> </li> <li>• Surface water, including:               <ul style="list-style-type: none"> <li>○ Holding ponds, streams and irrigation ditches;</li> <li>○ Watercourses, water bodies and wetlands;</li> <li>○ Floodplains as designated on the Federal Insurance Rate Map or that may otherwise be identified as lying within a 100-year floodplain through additional floodplain delineation, engineering analysis, topographic survey or other objective and factual basis;</li> </ul> </li> <li>• Grading and drainage plan, including provisions for on-site retention/detention and water quality improvement facilities;               <ul style="list-style-type: none"> <li>○ All drainageways, streets, arroyos, dry gullies, diversion ditches, spillways, reservoirs, etc. which may be incorporated into the storm drainage system for the property shall be designated:                   <ul style="list-style-type: none"> <li>○ The name of the drainageway (where appropriate);</li> <li>○ The downstream conditions (developed, available drainageways);</li> <li>○ Any downstream restrictions;</li> </ul> </li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>• Significant rock outcroppings, slopes of greater than 15 percent or other significant topographic features;</li> </ul>			
<ul style="list-style-type: none"> <li>• Sidewalks, walkways, driveways, loading areas and docks, bikeways, including typical details and interrelationships with vehicular circulation system, indicating proposed treatment of points of conflict;</li> </ul>			
<ul style="list-style-type: none"> <li>• Provision for handicapped accessibility, including but not limited to, wheelchair ramps, parking spaces, handrails and curb cuts, including construction details and the applicant's certification of ADA compliance;</li> </ul>			
<ul style="list-style-type: none"> <li>• Fences and walls, including typical details;</li> </ul>			
<ul style="list-style-type: none"> <li>• Exterior signs;</li> </ul>			
<ul style="list-style-type: none"> <li>• Exterior refuse collection areas, including typical details;</li> </ul>			
<ul style="list-style-type: none"> <li>• A site plan, complete with all structures, parking spaces, building entrances, traffic areas (both vehicular and pedestrian), vegetation that might interfere with lighting, and adjacent uses, containing a layout of all proposed fixtures by location and type;</li> </ul>			
<ul style="list-style-type: none"> <li>• Curb, asphalt section and drive approach construction details;</li> </ul>			
<ul style="list-style-type: none"> <li>• Landscaping (detailed plan showing plantings, equipment, and other appropriate information);</li> </ul>			
<ul style="list-style-type: none"> <li>• Unique natural features, significant wildlife areas and vegetative cover, including existing trees and shrubs having a diameter greater than 2.5 inches, by species;</li> </ul>			
<ul style="list-style-type: none"> <li>• Snow storage areas;</li> </ul>			
<ul style="list-style-type: none"> <li>• Location of Town limit boundaries, within or near the development;</li> </ul>			
<ul style="list-style-type: none"> <li>• Historic, cultural and archeological resources, describe and map any designated historic structures or districts, and archeological or cultural sites; and</li> </ul>			
<ul style="list-style-type: none"> <li>• Major public facilities, including schools, parks, trails, etc.</li> </ul>			
10. Detailed plan of all parking facilities, including circulation aisles, access drives, bicycle racks, compact spaces, handicapped spaces and motorcycle parking, on-street parking, number of employee and non-employee parking spaces, existing and proposed, and total square footage of each.			
11. Building design information (on-site):			
<ul style="list-style-type: none"> <li>• Building heights and elevations of all exterior walls of the building(s) or structure(s);</li> </ul>			
<ul style="list-style-type: none"> <li>• Height above mean sea level of the elevation of the lowest floor and location of lot outfall when the structure is proposed to be located in a floodway or floodplain area;</li> </ul>			
<ul style="list-style-type: none"> <li>• Floor plans depicting location and dimensions of all proposed uses and activities; and</li> </ul>			
<ul style="list-style-type: none"> <li>• All onsite utilities and mechanical equipment.</li> </ul>			
12. Description and mapping of soils existing on the site, accompanied by analysis as to the suitability of such soils for the intended construction and proposed landscaping.			
13. Temporary facilities plan showing the location of all temporary model homes, sales offices and/or construction facilities, including temporary signs and parking facilities.			
14. A noxious weed control plan.			

**DEVELOPMENT REVIEW APPLICATION**

1. Name of Project:					
2. Property Owner Information:					
Name:			Email:		
Mailing Address:					
Phone:			Fax:		
3. Applicant Information:					
Name:			Email:		
Mailing Address:					
Phone:			Fax:		
4. Representative Information:					
Name:			Email:		
Mailing Address:					
Phone:			Fax:		
5. Street Address of Project:					
6. Legal Description:					
Type of project: (Check all that apply)					
	Demolition		Landscaping		Soils (Remove/Replace)
	Excavation		Fencing		Grading
	Construction		Signs (Installed/Removed)		Other (please specify) _____
7. Project Description:					
9. Current Land Use(s):					
10. Proposed Land Use(s):					

As indicated by the signature(s) below, the property owner(s), applicant(s) and representative(s) submit this request for review under the terms and provisions of the Culbertson Municipal Code. It is further indicated that any work undertaken to complete a development, approved by the Town of Culbertson shall be in conformance with the requirements of the Culbertson Municipal Code and any special conditions established by the approval authority. This development shall be in conformance with building and fire codes including required building and occupancy permits.

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge.	
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Applicant's Signature:	Date:
Applicant's Signature:	Date:
Representative's Signature:	Date:
Representative's Signature:	Date:

<b>FOR OFFICE USE ONLY:</b>	
Date Request Received:	
Initials of Recipient:	
Name of Reviewer:	
Geocode:	
Change of Use Proposed?	
Floodplain?	

**Town of Culbertson**  
**P.O. Box 351**  
**Culbertson, MT 59218**

**Exhibit "A"**  
**Development Review Fee Schedule**

<b>Application Type</b>	<b>Review Fee</b>	<b>Advertising Fee</b>	<b>Number of Sets</b>
Sketch Plan	\$150.00	None	3
Preliminary Site Plan	\$800 + \$100/hr after 8 hours	None	12
Preliminary CUP	\$800 + \$100/hr after 8 hours	\$100 (2 ads)	12
Final Site Plan	\$300 + \$100/hr after 3 hours	None	5
Final CUP Plan	\$300 + \$100/hr after 3 hours	None	5
Variance	\$500.00	\$100 (2 ads)	12
Administrative Appeal	\$250.00	\$100 (2 ads)	12
Informal Review	\$100.00	None	12
Public Agency Exemption	\$100.00	\$100 (2 ads)	12
Land Use Map Amendment (LUMA)	\$500.00	\$50 (1 ad)	12
LUMA-initial (with Annexation)	\$300.00	\$50 (1 ad)	12
Ordinance Text Amendment	\$500.00	\$50 (1 ad)	12

\* Conditional Use Permit (CUP)

\*Land Use Map Amendment (LUMA)

The Applicant is financially responsible for actual outside engineering, consulting, professional and/or contracted services fees, etc. at the sole discretion of the Town of Culbertson for the review of development applications. Additional review fees beyond those described shall be collected by the Town Clerk. A Development Review permit may be revoked by the Town Council if the applicant does not pay the required review fee as issued by the Town Clerk.

December 2018