

CITY FINAL PLAT CHECKLIST AND TREASURER’S CERTIFICATE

SUBDIVISION NAME _____

Instructions: The following documents must be filed with the plat if checked below. A Departmental Official is to place a check in the blank provided if the document is required, or to write “N/A” if not required, then initial the appropriate checklist section when review has been completed.

_____ **CITY ENGINEER**

- _____ Copy of state highway access permit
- _____ Subdivision improvements have been installed and accepted; **OR**
- _____ Improvement guarantee required; copy of cost estimate attached

_____ **CITY ATTORNEY**

- _____ Original subdivision improvements agreement and guarantee; signed and approved by the City Attorney. Specify type of guarantee to be filed:

- _____ Preliminary commitment for title insurance or platting report, issued within (30) days of the date of submission of the platting report to the City Attorney’s Office and disclosing all title owners and lienholders

- _____ Consents to plat from: _____

_____ **CITY-COUNTY HEALTH DEPARTMENT**

- _____ Certificate of Approval, DEQ

_____ **PLANNING OFFICE**

- _____ Covenants, attached, signed by the land owners
- _____ The property-owners’ Articles of Incorporation, By-Laws, Covenants and Restrictions do bear the certification of the attorney who prepared or reviewed them; that such attorney is licensed to practice law in the State of Montana; and that they contain the applicable provisions required by these regulations; and any provisions upon which plat approval was based or conditioned and that the provisions do not conflict.
- _____ Articles of Incorporation and By-Laws for Property Owner’s Association, with proof of filing with the Secretary of State, attached
- _____ Cash in-lieu-of parkland, the amount of which has been determined in writing (copy attached), by the Appraiser; **OR**
- _____ Sufficient amount of land dedicated to the City or the Property Owner’s Association for park

_____ **CITY TREASURER**

- _____ Receipt from the City Treasurer that cash-in-lieu of park dedication has been paid on Receipt # _____

TREASURER’S CERTIFICATE

I hereby certify pursuant to Section 76-3-611(1)(b) and 7-4-2613(1)(a)(ii) M.C.A. that as of this _____ day of _____ (*month/year*), real property taxes and assessments that have been assessed and levied on the below-described land to be divided are paid:

SUID# _____

Legal Description _____

Subdivision Name (if applicable): _____