



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

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Subdivision Exemption Affidavit Application Guidelines

1. CLAIMANT IDENTIFICATION:

- List all property owners affected by this boundary line relocation and/or aggregation.
- All property owners need notary signature page with this application.

2. EXEMPTION TO BE USED:

- This section needs to state the exact exemption(s) proposed, including the clause number from [Title 76, Chapter 3, Part 2 of Montana State Law](#).
 - For example, if you are proposing a three-lot boundary line relocation and aggregation within a platted subdivision, you will include the following in this section of your affidavit:
"76-3-207(1)(d) for five or fewer lots within platted subdivision, the relocation of common boundaries; and 76-3-207(1)(f) aggregation of parcels or lots when a certificate of survey or subdivision plat shows that the boundaries of the original parcels have been eliminated and the boundaries of a larger aggregate parcel are established. A restriction or requirement on the original platted lot or original unplatted parcel continues to apply to those areas."

3. ADDRESS OF PARCEL FOR WHICH DIVISION IS PROPOSED:

- List all affected addresses in this section. If you are unsure of all addresses, please look-up on [Missoula County Property Information GIS](#).

4. LEGAL DESCRIPTION OF PARCEL FOR WHICH DIVISION IS PROPOSED:

- Provide the legal description for all affected addresses in this section. If you are unsure of the legal description(s), please look-up on [Missoula County Property Information GIS](#).

5. LOCATION OF TRACT:

- **Attach a vicinity map**
 - This vicinity map can be from Google Maps or the [Missoula County Property Information GIS](#).
- **If the parcel is zoned, state the zoning classification**
 - If you are not sure what the zoning is for the properties, please visit [Missoula County Property Information GIS](#) → select the earth icon on the left hand side → Zoning/Land Use → City Zoning
- **If the parcel is not zoned**
 - attach the [Unzoned Lands Worksheet](#)
 - Complete and submit the unzoned lands worksheet with the SEA application
 - list the land use designation
 - Please visit [What's My Zoning?](#) → enter your address in the search bar → select layered paper icon in the upper right hand corner → select checkbox for 'Zoning – City Zoning' (to remove from layer) → select 'Land_Use – Land Use' to determine the land use designation.
 - list the comprehensive plan for this parcel.

6. HISTORY OF TRACT:

- It is the responsibility of the applicant(s) to accurately and completely fill out this section of the affidavit for all history of the parcels.

7. UTILITY SERVICES, ACCESSES AND COMMON FACILITIES:

- Missoula Water service connection and Sanitary Sewer service connection records are available for most addresses and can be accessed [here](#).
- For driveway access, curb & gutter, and sidewalk questions please visit MMC [Title 12](#).

8. CLAIMANT HISTORY:

- It is the responsibility of the applicant(s) to accurately and completely fill out this section of the affidavit for all history of the parcels.

9. INTENDED USE OF PARCEL/LOTS:

- Please state the intended use and area of each proposed parcel (i.e. residential, duplex, commercial, etc.).

10. ADDITIONAL INFORMATION FOR BOUNDARY RELOCATION OR LOT AGGREGATION

- Provide all applicable information if this Subdivision Exemption Affidavit is for the purpose of a boundary line relocation and/or aggregation exemption.
- If not applying for a boundary line relocation and/or aggregation, mark this section as not applicable.

11. ADDITIONAL INFORMATION FOR SECURITY PARCEL:

- Provide all applicable information if this Subdivision Exemption Affidavit is for the purpose of a security parcel exemption.
- If not applying for a security parcel exemption, mark this section as not applicable.

12. ADDITIONAL INFORMATION FOR FAMILY TRANSFER:

- Provide all applicable information if this Subdivision Exemption Affidavit is for the purpose of a family transfer exemption.
- If not applying for a family transfer, mark this section as not applicable.

13. ADDITIONAL INFORMATION FOR AGRICULTURAL EXEMPTION:

- Provide all applicable information if this Subdivision Exemption Affidavit is for the purpose of an agricultural exemption.
- If not applying for an agricultural exemption, mark this section as not applicable.

SIGNATURE

- Notarized signatures are required from all property owners.
- Notary must be registered for the location where the document is being signed (i.e. if the document is signed in Montana, the notary must be registered in Montana).