



CHOUTEAU COUNTY

Subdivision Exemption Examination Process

The following is the process that Chouteau County uses to review proposed certificates of survey (COS):

1. Pre-Application Conference Call: A petitioner (property owners) or their representative) will participate in a pre-application conference call with the County contract planner to discuss a proposed exemption and the review process. The current contract planner is Jerry Grebenc, from Great West Engineering. Jerry can be contacted at 406-495-6153 or jgrebenc@greatwesteng.com
2. Exemption Submittal Materials: The following fully completed materials must be submitted to the County to facilitate a review of a proposed certificate of survey (COS):
 - a. Exemption Form.
 - b. Draft Certificate of Survey (paper and PDF).
 - c. Deeds showing that property(ies) involved are existing tracts of record.
 - d. Map or aerial photo showing the location of the property(ies) in question.
 - e. Review fee: Please note that the fee of the Examining Land Surveyor (ELS) will be paid at the time of filing the COS and will depend upon the complexity of the survey.
3. Submission of Exemption Materials: The exemption materials will be submitted to the County in the following manner:
 - a. Electronic (Adobe PDF) version of all materials (including draft COS) submitted to the contract planner: jgrebenc@greatwesteng.com
 - b. Hardcopy and electronic copy (Adobe PDF) versions of the draft COS mailed and emailed to the County Examining Land Surveyor (ELS):
 - i. Matthew D Morris, PLS

P.O. Box 513
19 3rd Street NE
Choteau, MT 59422
(406) 466-3550
mattm@morrislandssurveys.com

- ii. Please note that the fee for the ELS review must be paid at the time the COS is filed with the Clerk and Recorder.
4. Review by Planner, Sanitarian, Examining Land Surveyor (ELS): The planner, sanitarian and the ELS will review the exemption materials and provide the petitioner(s) and/or their representative with electronic (email) comments/changes needed to comply with the Subdivision and Platting Act, Sanitation in Subdivisions Act and the Uniform Standards for Certificates of Survey (COS). The County Sanitarian is Bob Stevenson. Please contact Mr. Stevenson for any questions regarding sanitation review:
bobcetera@bresnan.net or (406) 781-264

Please note any COS must be submitted to the ELS 14-days in advance of any anticipated filing date with the Clerk and Recorder, otherwise the filing may not occur as scheduled.

5. The petitioner and/or their representative will address the comments provided by the planner, sanitarian and ELS and submit an updated COS to the County for final review by the planner, sanitarian and ELS. This may include review and approval by MT Department of Environmental Quality (DEQ).
6. If an updated COS contains the needed changes and if DEQ approval is obtained (as applicable) the petitioner and/or their representative can begin gathering signatures on the COS.
7. A County COS Checklist signed by all appropriate County staff and County representatives must accompany the COS to filing with the Clerk and Recorder.

Please note the signature of the COS Checklist by the County Commission will only be completed during the Commission's regularly scheduled business hours.

8. In order to file a COS with the Clerk and Recorder all of the following must be completed and/or accompany the COS:

- a. Signatures on the COS Checklist.
- b. Signatures on the COS.
- c. County filing fees for the COS.
- d. Certificate of Subdivision Approval (COSA) from MT DEQ (if applicable).
- e. Fee for the ELS review of the COS.
- f. Two (2) mylars and one (1) paper copy of the certificate of survey.