



MEAGHER COUNTY

Subdivision Exemption

Examine Process

The following is the process that Meagher County uses to examine proposed certificates of survey (COS) for compliance with the Subdivision and Platting Act, Sanitation in Subdivision Act, and the Uniform Standards for Certificates of Survey:

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 fees: \$200 for contract planner and \$100 for contract sanitarian.
 - i. 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. Fees for planner and sanitarian are paid directly to the County Clerk and Recorder
 - b. Electronic (Adobe PDF) version of all materials (including draft COS) submitted to the contract planner: jgrebenc@greatwesteng.com
 - c. 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@morrislandsurveys.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, 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).
5. Corrections to COS: 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. Signature of COS: 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. COS Checklist: A County COS Checklist signed by all appropriate County staff and County representatives must accompany the COS to filing with the Clerk and Recorder. The County contract planner and staff at the Clerk and Recorder will administrate completion of the checklist.
8. Filing of COS: To file a COS with the Clerk and Recorder all 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) mylar copies and two (2) paper copies of the COS.