



# SUBDIVISION REVIEW APPLICATION GUIDE EXISTING PROJECT SUBSEQUENT REVIEW

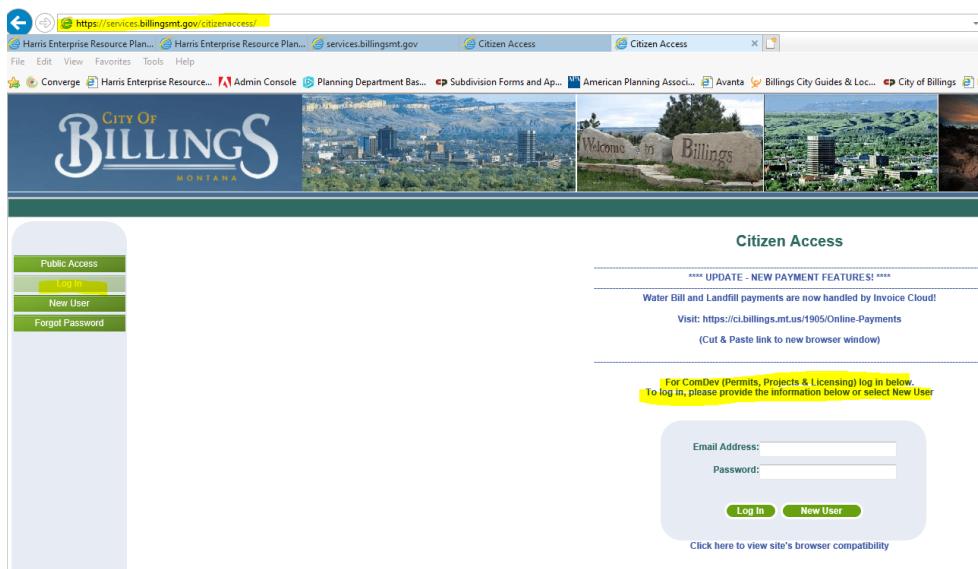
CREATE AN ACCOUNT & APPLY ONLINE: <https://services.billingsmt.gov/citizenaccess/>

**PREFERRED BROWSERS: CHROME, FIREFOX, AND INTERNET EXPLORER.** This application does not work well with MS EDGE.

## **NOTICE**

ALL APPLICATION SUBMITALS MUST BE COMPLETE WITH PAYMENT, RECEIPT OF PAID TAXES ON THE AFFECTED PARCEL, AND UPLOADED PDF FORMAT DOCUMENTS FOR THE EXEMPTION REQUESTED.

**INCOMPLETE APPLICATIONS** WILL RECEIVE AN EMAIL NOTICE FROM STAFF. THE PROJECT WILL NOT BE ROUTED AND MAINTAIN A STATUS OF "HOLD" UNTIL DEEMED COMPLETE BY PLANNING STAFF. THANK YOU!



## CREATE A PROJECT

### **1. CITY OR COUNTY SUBDIVISION PREAPPLICATION MEETING REVIEW.**

(Required for all subdivision applications).

**No paper application is required.** \$629 Fee (City) Review fee payable by credit card. After confirming your account, login complete the fields and upload the survey and all required documents. **A project number will be assigned to the project when the application is submitted with the format: PZX-YR-XXXXX. Planning Staff will confirm the date and time requested.**

#### **A. PROJECT APPLICATION→SUMMARY**

- **Project Name:** Enter the complete legal description for the parcel
- **Description:** Enter the Survey type. i.e. Relocation, Aggregation, Court Order,
- **Classification:** Choose the classification review. (City or County)

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comdev

Apply for Permit...

Apply for License...

report code violation

My Applications

contractor registration

contractors

Pay Fees

Parcels

FAQ's

Home

Log Out

Project Application -> Summary

Details

Project Name: County Way Subdivision

Short Description of activity:

Classification:

Primary Party: 5\_SUB-COUNTY MAJOR SUBDIVISION

Dates

Submit Date: 05/12/2020

Tamara L Deines

Message

**Enter Project Details**

Back Cancel Help Next Finish

**B. PROJECT APPLICATION->PARCEL:** Enter by Address using address information. Enter by Parcel.

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Apply for Project...

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Log Out

Project Application -> Parcel

Parcels

Add Parcel/Address

Location by:  Parcel  Address

Sub/Cent Survey/Township

Block /Range

Lot/Tract/Section

Unit

Search

Message

**Add at least one parcel**

Back Cancel Help Next Finish

Use the parcel table to locate the certificate of survey or Subdivision code included with this document. Search & Select the corresponding address or description.



## SUBDIVISION REVIEW APPLICATION GUIDE EXISTING PROJECT SUBSEQUENT REVIEW

| <b>Search by Legal Description</b><br><b>Example: Search for Ridgewood Estates<br/>2nd Filing Block 2 Lot 14 (RD2-002-014)</b>    |                                                               |        | <b>Notes</b>                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                                | Subdivision Code: Ridgewood Estates<br>2 <sup>nd</sup> Filing | RD2    | See Subdivision Code List                                                                                                     |
| 2.                                                                                                                                | Block 2                                                       | 002    | Will always have 3 numbers                                                                                                    |
| 3.                                                                                                                                | *Block 2 Amended                                              | 002A   | *Will always have 3 numbers followed by Amended Lot Designation (002A)                                                        |
| 4.                                                                                                                                | Lot 14                                                        | 014    | Will always have 3 numbers                                                                                                    |
| 5.                                                                                                                                | *Lot 14 Amended                                               | 014A   | *3 numbers followed by Amended Lot Designation (14A)                                                                          |
| <b>Search by Certificate of Survey</b><br><b>Example: CS 5, Parcel 1A1 (0005-000-001A1)*</b>                                      |                                                               |        | <b>Notes</b>                                                                                                                  |
| 1.                                                                                                                                | Certificate of Survey 5                                       | 0005   | Requires 4 numbers in the certificate of survey field-See Subdivision Code Listing for the Survey Code.                       |
| 2.                                                                                                                                | *Block/Range                                                  | 000    | *The block/range field has 000 as it is not available with the legal description.                                             |
| 3.                                                                                                                                | Parcel 1                                                      | 001    | Parcel number of 3 digits followed by Amended Parcel #                                                                        |
| 4.                                                                                                                                | *Parcel 1A1                                                   | 001A1  | Parcel number of 3 digits followed by Amended Parcel #                                                                        |
| <b>Search by Township, Range, and Section</b><br>(If no other parcel information is available)<br><b>Example: T1N-R23E-SEC 05</b> |                                                               |        | <b>Notes</b>                                                                                                                  |
| 1.                                                                                                                                | Township 1 North                                              | T1N    | Township codes are included with the Subdivision Codes                                                                        |
| 2.                                                                                                                                | Range 23 East                                                 | R23E   | Always 4 characters                                                                                                           |
| 3.                                                                                                                                | Section 05                                                    | SEC 05 | Section information is entered with <b>SEC a space and the section number</b> . The section number must be at least 2 numbers |

**C. Project Application→Specifics Window:** Enter the values for all fields. Enter the requested preapplication date. If a field does not apply, enter NA.

**D. Project Application→Requirements Window:** This is a listing of required documents to be uploaded for the project. Check all that apply.

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|                         |                                                                                        |
|-------------------------|----------------------------------------------------------------------------------------|
| comdev                  | Project Application -> Requirements                                                    |
| Apply for Permit...     | Requirements                                                                           |
| Apply for Project...    | Prompt                                                                                 |
| Apply for License...    | <input checked="" type="checkbox"/> Receipt of Paid Taxes                              |
| report code violation   | <input checked="" type="checkbox"/> MDEQ Approval Letter                               |
| My Applications         | <input type="checkbox"/> SIA Waiver Draft                                              |
| contractor registration | <input type="checkbox"/> SIA Waiver Final                                              |
| contractors             | <input type="checkbox"/> Easement Documents                                            |
| Pay Fees                | <input type="checkbox"/> Declaration of Covenants, Conditions, and Restrictions, (CCR) |
| Parcels                 | <input type="checkbox"/> Application Form                                              |
| FAQ's                   | <input type="checkbox"/> Application Fee                                               |
| Home                    |                                                                                        |
| Log Out                 |                                                                                        |

**E. Project Application→Documents Window:** No Documents required at this time. Click Next to Continue.

**F. Project Application→ Blanket Project Window.** Not Required. Click Next.

**G. Project Application→Acknowledgements Window:** Read and Check the box to accept the Acknowledgment posted for the project.in order to proceed.

**H. Project Application→Finish Window.** Review the information on the screen to ensure it is correct. Click Finish to Submit your Application for Processing.

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|                         |                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------|
| comdev                  | Project Application -> Finish                                                         |
| Apply for Permit...     | Project <b>5_SUB-COUNTY MAJOR SUBDIVISION</b>                                         |
| Apply for Project...    | Primary on Project                                                                    |
| Apply for License...    | Name: Tamara L Deines                                                                 |
| report code violation   | Address: 2825 3rd Ave N                                                               |
| My Applications         | Inspections associated with this project: No inspections associated with this project |
| contractor registration | Reviews associated with this project: Review                                          |
| contractors             | Message: PRE-APP MEETING - COUNTY CITY COUNTY PLANNING                                |
| Pay Fees                |                                                                                       |
| Parcels                 |                                                                                       |
| FAQ's                   |                                                                                       |
| Home                    |                                                                                       |
| Log Out                 |                                                                                       |



# SUBDIVISION REVIEW APPLICATION GUIDE EXISTING PROJECT SUBSEQUENT REVIEW

**I. Processed Window:** The application will process and provide you with the summary screen and the project #.

Summary **Parties** Attributes Fees Reviews Requirements Attachments Printables Workflow

Project Name: County Way Subdivision

Project Work Description: ENTER THE LEGAL DESCRIPTION

Project #: PZ-20-00007

Classification: 5\_SUB-COUNTY MAJOR SUBDIVISION

Primary Party: Deines, Tamara

Planner: Tammy Deines

Status: PROGRESS

Parcels

| Primary | Address          | Parcel ID      |
|---------|------------------|----------------|
| ✓       | 1708 PRIMROSE DR | 0005-000-001A1 |

Dates

Submit Date: 05/12/2020

Approval Date: none

Mandatory Completion Date: none

Mandatory Action Date: none

## J. Summary Window Tabs

**1. Parties Tab:** Applicant and Related parties Contact information is required. Click “Add Party” to include applicant information.

Summary **Parties** Attributes Fees Reviews Requirements Attachments

Add Party

First Name: Sam

Last Name: Smith

Email Address: Ssmith@gmail.com

Contact Phone Number: 406-555-1212

Address line1: 999 West 3rd St

Address line2:

City: Billings

State: MT

Zip: 59102

Save Cancel

**2. Attachments Tab:** Click the Upload New button to upload the required project documents. See the requirements page below. Submit.

Summary Parties Attributes Fees Reviews Requirements **Attachments**

Attachments

| Title | Final | View |
|-------|-------|------|
|       |       |      |

Upload New Submit

File Upload

Specify a file located in your local system **Browse...**

Upload Cancel

3. **Fees Tab:** Click “Pay Balance to enter credit card information.

The screenshot shows a table of fees with the following data:

|                   | Amount   | Balance  |
|-------------------|----------|----------|
| EXEMPT PLAT-CITY: | \$200.00 | \$200.00 |
| Total:            | \$200.00 | \$200.00 |

Buttons at the bottom include "Print Fees" and "Pay Balance".

The screenshot shows a table of payment details with the following data:

| Module         | App No       | Amount   |
|----------------|--------------|----------|
| PROJECT        | PZX-20-00108 | \$200.00 |
| Total Payment: |              | \$200.00 |

Below the table is a "Payment Source" section with a credit card form. The card type is set to "Discover". Other fields include Credit Card Number, CVV, Expiration Date, Name, Billing Address, City, State, and Zip. Buttons at the bottom include "cancel" and "next".

4. The application is submitted. Staff receives the email below contacts the applicant following an application review for completeness. Applications are deemed incomplete and will carry a “HOLD” status unless the submittal includes payment, uploaded documents including pdf format of the survey; a receipt from the Yellowstone County Treasurer’s office showing all current taxes have been paid on all property affected by the survey, and all related project documents for the survey.

The email content is as follows:

Mon 5/11/2020 11:40 AM

no-reply@innoprise.com

New project PZX-20-00108 has been added

To Deines, Tammy

**i** Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. This message was marked as spam using a junk filter other than the Outlook Junk E-mail filter.

New project PZX-20-00108 has been added via Citizen Access and is ready for review



## SUBDIVISION REVIEW APPLICATION GUIDE EXISTING PROJECT SUBSEQUENT REVIEW

### CITY OR COUNTY SUBDIVISION SUBSEQUENT REVIEWS FOR EXISTING PROJECTS

**\*The assigned project # will be used throughout the duration of the project review.**

**PZX-YR-00000**

#### Flow Chart of Subdivision Review Timeline and Procedures

##### Subdivision Review Flow Chart

|                                                    |                                                 |
|----------------------------------------------------|-------------------------------------------------|
| <a href="#">City of Billings Fee Schedule</a>      | <a href="#">Yellowstone County Fee Schedule</a> |
| <a href="#">Subdivision Submittal Requirements</a> |                                                 |

**A. Completeness and Sufficiency Review (\$\$ FEE DUE)** Upload 1 complete set of documents for Preliminary Plat Submittal for completeness review. Planning Staff will provide notice of completeness and what is needed for Preliminary Plat Submittal.

**C. Preliminary Plat Submittal**-Upload Survey and corresponding documents for preliminary review. [Declaration and Signature Page-Required Upload](#)

**D. Final Check print Review (\$\$FEE DUE)** Login to the Citizen Access account to access the project. Click on My Applications/Projects. Use the search function with the project number to access the project. Upload the required documents. [Declaration and Signature Page-Required Upload](#)

**E. Final Mylar Review:** Login to the Citizen Access account to access the project. Click on My Applications/Projects. Use the search function with the project number to access the project. Upload the required documents

**Deliver these items to the Planning office:** Signed/Notarized Final Mylars (2-sets City) and the signed and notarized corresponding project documents for routing. The project will be scheduled for recording by the YC Clerk and Recorder's office.

**APPLY  
online NOW**

Click here ➤

**START: Login to Existing Citizen Access Account with Project#.**

Login to the Citizen Access account to access the project.

<https://services.billingsmt.gov/citizenaccess/>

[Public Access](#)  
[Log In](#)   
[New User](#)  
[Forgot Password](#)

**Citizen Access**

\*\*\*\* UPDATE - NEW FEATURES COMING SOON! \*\*\*\*

WaterSmart is coming soon!  
 Visit <https://billingsmt.watersmart.com/index.php>

For ComDev (Permits, Projects & Licensing) log in below.  
 To log in, please provide the information below or select New User

[Log In](#)
[New User](#)

[Click here to view site's browser compatibility](#)

**Click on My Applications/Projects.** Use the search function with the project number to access the project. Click on the project line to open the project summary window.

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[comdev](#)  


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[Apply for Project...](#)  
[My Applications](#)   
[Pay Fees](#)  
[Parcels](#)  
[FAQ's](#)  
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[Log Out](#)

### Welcome

Please select an option from the menu on the left.

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Water Bill and Landfill payments are now handled by Invoice Cloud!

Visit: <https://ci.billings.mt.us/1905/Online-Payments>  
 (Cut & Paste link to new browser window)

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[Permits](#)  
[Licenses](#)  
[Planning and Zoning Projects](#)   
[View:  Status  Address](#)  


---

[Search by:  Application Number  Address  Owner  Project Name  Parcel Id](#)  
 Enter Project Number (contains search): **PZX-20-00108**  [Search](#)

**Click on a row to view details**

| Number       | Submitted  | Address        | Project Class                 | Project Name | Owner        | Parcel Id         |
|--------------|------------|----------------|-------------------------------|--------------|--------------|-------------------|
| PZX-20-00108 | 05/11/2020 | 5554 GRAND AVE | PZX3 - SUB - CITY EXEMPT PLAT | land survey  | Tammy Deines | 2298-000-003-LESS |

## . Summary Window Tabs

1. **Parties Tab: Applicant and Related parties Contact information is required.**  
 Click “Add Party” to include applicant information.

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[comdev](#)  


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[Apply for Permit...](#)  
[Apply for Project...](#)  
[My Applications](#)  
[Pay Fees](#)  
[Parcels](#)  
[FAQ's](#)  
[User Profile](#)  
[Home](#)  
[Log Out](#)

Summary
**Parties**
Attributes
Fees
Reviews
Requirements
Attachments

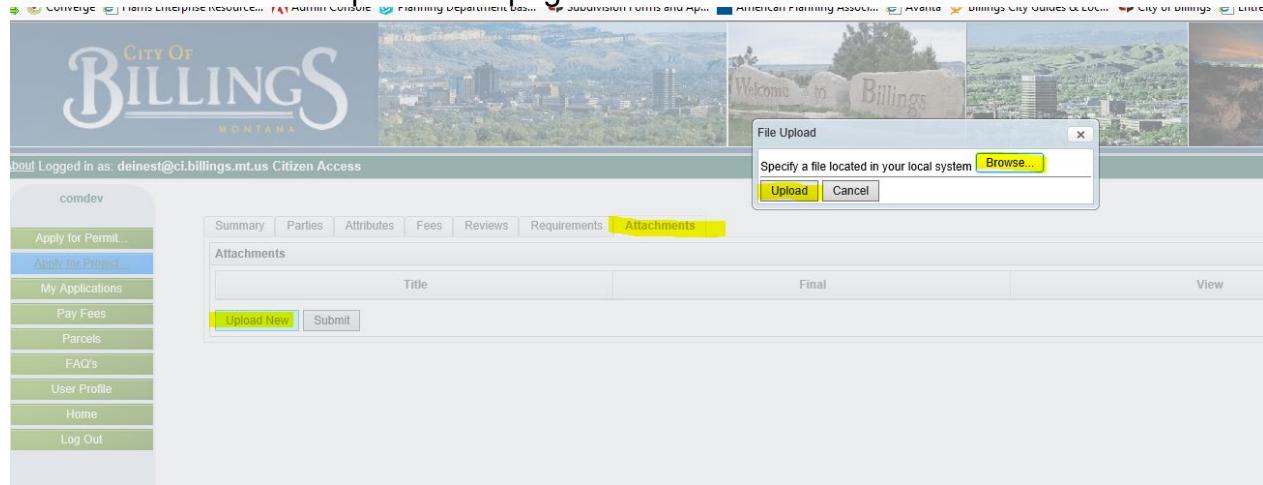
| Add Party             |                  |
|-----------------------|------------------|
| First Name:           | Sam              |
| Last Name:            | Smith            |
| Email Address:        | Ssmith@gmail.com |
| Contact Phone Number: | 406-555-1212     |
| Address line1:        | 999 West 3rd St  |
| Address line2:        |                  |
| City:                 | Billings         |
| State:                | MT               |
| Zip:                  | 59102            |

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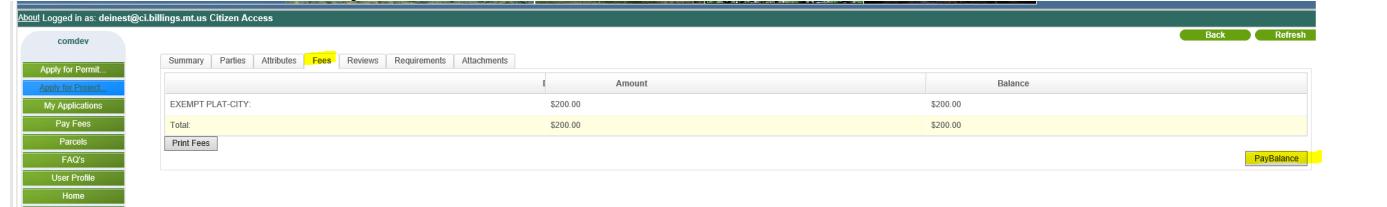
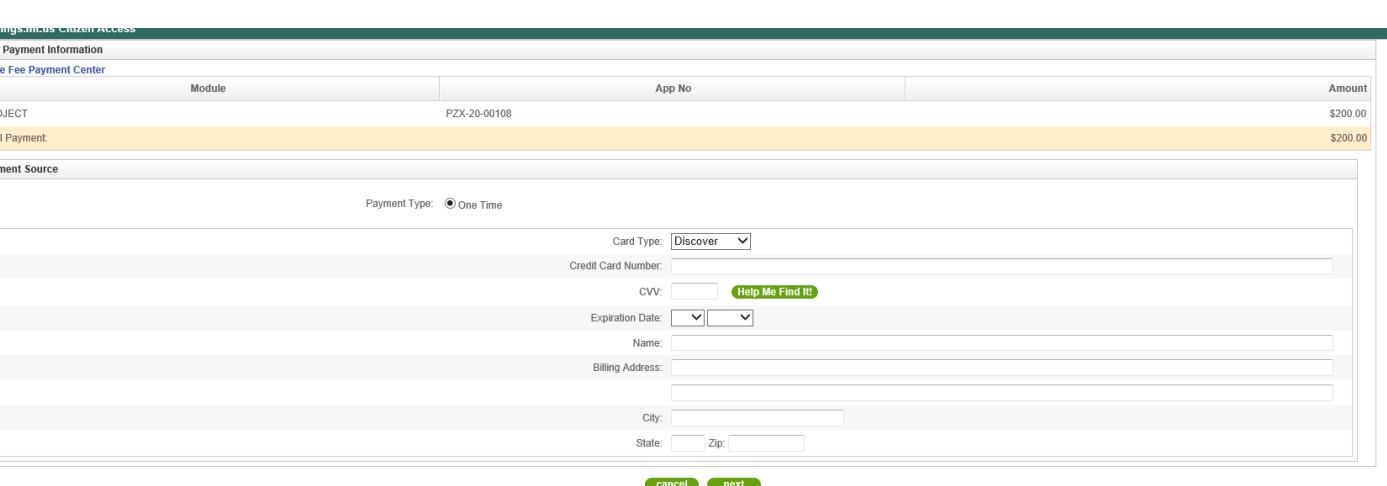


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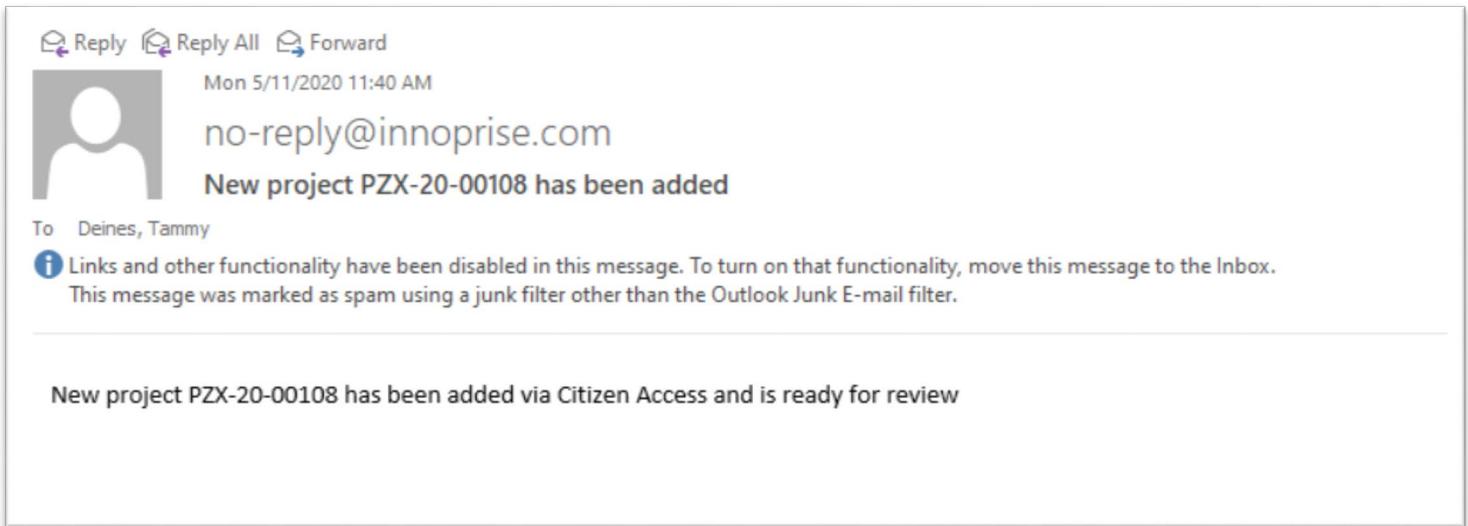
**2. Attachments Tab:** Click the Upload New button to upload the required project documents. See the requirements page below. Submit.



**3. Fees Tab:** Click "Pay Balance" to enter credit card information.

**4. The application is submitted. Staff receives the email below contacts the applicant following an application review for completeness.**

Reply Reply All Forward  
Mon 5/11/2020 11:40 AM  
no-reply@innoprise.com  
New project PZX-20-00108 has been added  
To Deines, Tammy  
i Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.  
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