



SUBDIVISION REVIEW APPLICATION GUIDE EXISTING PROJECT SUBSEQUENT REVIEW

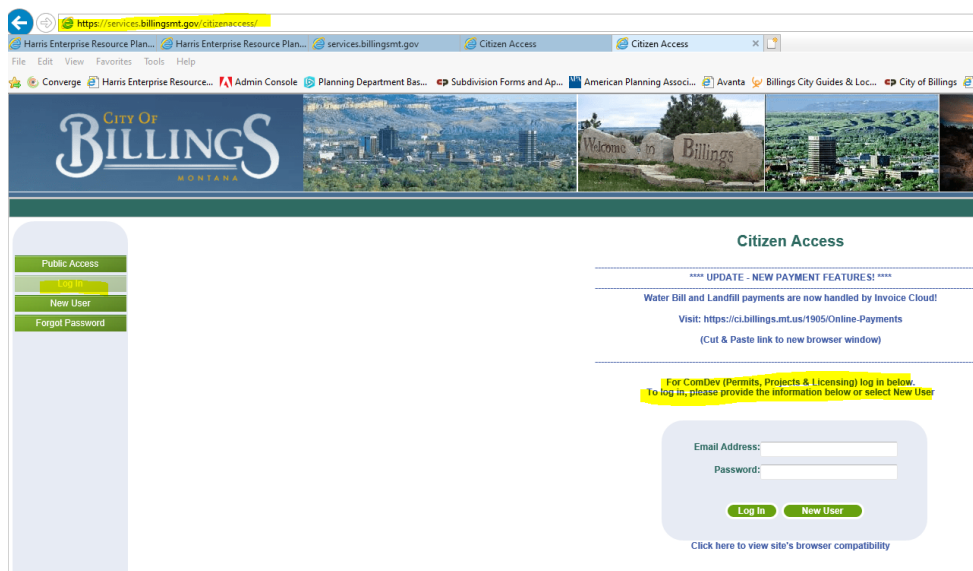
CREATE AN ACCOUNT & APPLY ONLINE: <https://services.billingsmt.gov/citizenaccess/>

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)

About Logged in as: deineest@ci.billings.mt.us Citizen Access

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- Apply for Permit...
- Apply for License...
- report code violation
- My Applications
- contractor registration
- contractors
- Pay Fees
- Parcels
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- Home
- Log Out

Project Application -> Summary

Details

Project Name: County Way Subdivision

Short Description of activity: LEGAL DESCRIPTION

Classification: 5 SUB-COUNTY MAJOR SUBDIVISION

Primary Party: Tamara L Deines

Dates

Submit Date: 05/12/2020

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 Permit...
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Project Application -> Parcel

Parcels

Add Parcel/Address

Location by: ☒ Parcel ☐ Address

Sub/Cert 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.



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Search by Legal Description Example: Search for Ridgewood Estates 2nd Filing Block 2 Lot 14 (RD2-002-014)				Notes
1.	Subdivision Code: Ridgewood Estates 2 nd 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)
Search by Certificate of Survey Example: CS 5, Parcel 1A1 (0005-000-001A1)*				Notes
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 #
Search by Township, Range, and Section (If no other parcel information is available) Example: T1N-R23E-SEC 05				Notes
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 SEC a space and the section number. 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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Project Application -> Requirements

Requirements

Prompt	
Receipt of Paid Taxes	<input checked="" type="checkbox"/>
MDEQ Approval Letter	<input checked="" type="checkbox"/>
SIA Waiver Draft	<input type="checkbox"/>
SIA Waiver Final	<input type="checkbox"/>
Easement Documents	<input checked="" type="checkbox"/>
Declaration of Covenants, Conditions, and Restrictions, (CCR)	<input type="checkbox"/>
Application Form	<input type="checkbox"/>
Application Fee	<input checked="" type="checkbox"/>

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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Apply for Permit...
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Project Application -> Finish

Project **5 SUB-COUNTY MAJOR SUBDIVISION**

Primary on Project

Name
Tamara L Deines
Address
2825 3rd Ave N

Inspections associated with this project
No inspections associated with this project
Reviews associated with this project

Review

PRE-APP MEETING - COUNTY
CITY COUNTY PLANNING

Message
Click Finish to Submit your Application for Processing

Back
Cancel
Help
Next
Finish



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	
Details	
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
✓	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	
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
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

Summary	
Attachments	
Upload New	Submit

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

The screenshot shows the 'Fees' tab in the Citizen Access system. The left sidebar contains a menu with options: 'Apply for Permit', 'Apply for Project', 'My Applications', 'Pay Fees', 'Parcels', 'FAQ's', 'User Profile', 'Home', and 'Log Out'. The main content area has tabs for 'Summary', 'Parties', 'Attributes', 'Fees', 'Reviews', 'Requirements', and 'Attachments'. The 'Fees' tab is active, displaying a table with columns 'Amount' and 'Balance'. The table shows a fee for 'EXEMPT PLAT-CITY' for \$200.00, with a total balance of \$200.00. A 'Pay Balance' button is visible in the bottom right corner.

The screenshot shows the 'Enter Payment Information' form. It includes a table for 'Online Fee Payment Center' with columns 'Module', 'App No', and 'Amount'. The table shows a fee for 'PROJECT' with App No 'PZX-20-00108' for \$200.00. Below the table is a 'Payment Source' section with a 'Payment Type' dropdown set to 'One Time'. The 'Card Type' is set to 'Discover'. The form includes fields for 'Credit Card Number', 'CVV', 'Expiration Date', 'Name', 'Billing Address', 'City', 'State', and 'Zip'. A 'cancel' button and a 'next' button are at the bottom.

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 screenshot shows an email notification from 'no-reply@innoprise.com' dated 'Mon 5/11/2020 11:40 AM'. The subject is 'New project PZX-20-00108 has been added'. The email body contains the text: 'New project PZX-20-00108 has been added via Citizen Access and is ready for review'. The email is addressed to 'Deines, Tammy'.



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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	
City of Billings Fee Schedule	Yellowstone County Fee Schedule
Subdivision Submittal Requirements	

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.



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

Email Address:

Password:

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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Apply for Permit...

Apply for Project...

My Applications

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Welcome

Please select an option from the menu on the left.

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

Projects

Home

Log Out

Planning and Zoning Projects

View: ☐ Status ☒ Address

Search by: ☒ Application Number ☐ Address ☐ Owner ☐ Project Name ☐ Parcel Id

Enter Project Number (contains search): 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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Apply for Permit...

Apply for Project...

My Applications

Pay Fees

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Refresh

Summary **Parties** Attributes Fees Reviews Requirements Attachments

Add Party

First Name:	<input type="text" value="Sam"/>
Last Name:	<input type="text" value="Smith"/>
Email Address:	<input type="text" value="Smith@gmail.com"/>
Contact Phone Number:	<input type="text" value="406-555-1212"/>
Address line1:	<input type="text" value="999 West 3rd St"/>
Address line2:	<input type="text"/>
City:	<input type="text" value="Billings"/>
State:	<input type="text" value="MT"/>
Zip:	<input type="text" value="59102"/>

Save
Cancel



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

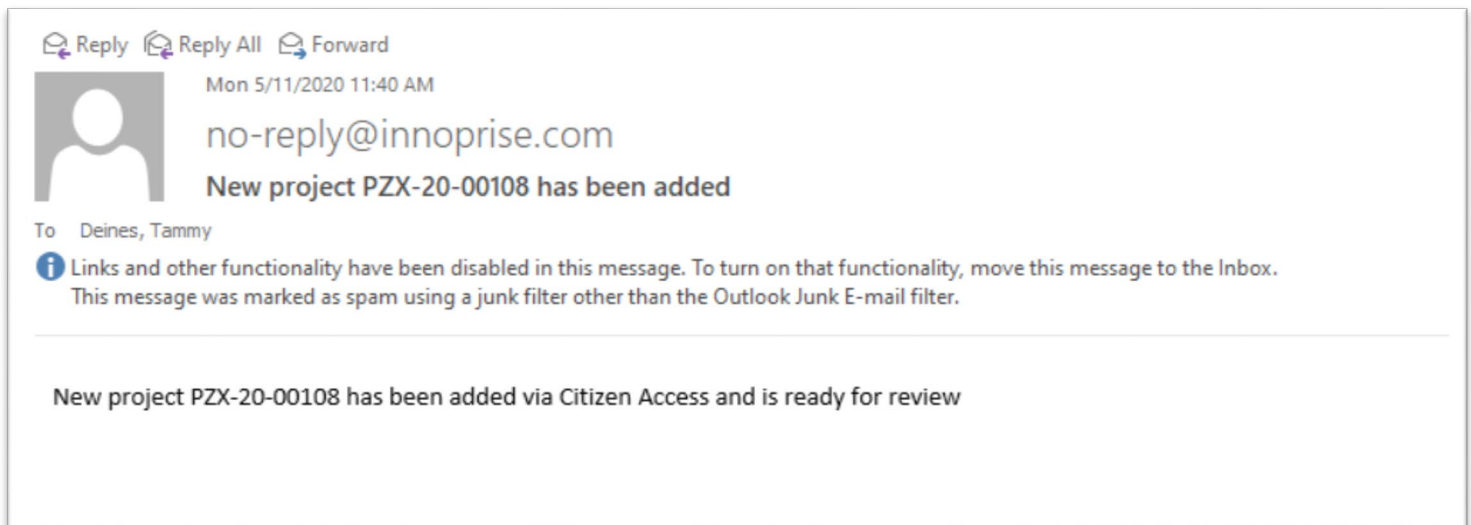
The screenshot shows the City of Billings Citizen Access portal. The user is logged in as deineest@ci.billings.mt.us. The left sidebar contains navigation links: Apply for Permit..., Apply for Project..., My Applications, Pay Fees, Parcels, FAQ's, User Profile, Home, and Log Out. The main content area has tabs for Summary, Parties, Attributes, Fees, Reviews, Requirements, and Attachments. The Attachments tab is active, showing a table with columns for Title, Final, and View. Below the table is an 'Upload New' button. A file upload dialog is open, asking the user to specify a file located in their local system, with a 'Browse...' button and 'Upload' and 'Cancel' buttons.

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

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The screenshot shows the City of Billings Citizen Access portal. The user is logged in as deineest@ci.billings.mt.us. The left sidebar contains navigation links: Apply for Permit..., Apply for Project..., My Applications, Pay Fees, Parcels, FAQ's, User Profile, Home, and Log Out. The main content area has tabs for Summary, Parties, Attributes, Fees, Reviews, Requirements, and Attachments. The Fees tab is active, showing a table with columns for Amount and Balance. The table lists fees for EXEMPT PLAT-CITY, with a total of \$200.00. Below the table is a 'Pay Fees' button. The 'PayBalance' button is highlighted.

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