

## EXEMPT SURVEY APPLICATION GUIDE

Planning & Community Services  
316 N 26th St, 5th Floor  
Billings, MT 59101



**APPLY ONLINE: BROWSERS: CHROME, FIREFOX, EXPLORER.** This application does not work with MS EDGE.

1. **CITY OR COUNTY "CHECK PRINT" SURVEY REVIEW.** No paper application required. \$200 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**
2. **CITY OR COUNTY FINAL MYLAR REVIEW:** Log-in 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 required documents. Deliver 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.

### A. PROJECT APPLICATION→SUMMARY

The screenshot shows the 'Citizen Access' login page of the City of Billings website. The browser address bar shows 'https://services.billingsmt.gov/citizenaccess/'. The page has a header with the 'City of Billings MONTANA' logo and a navigation menu on the left with links for 'Public Access', 'Citizen Access', 'New User', and 'Forgot Password'. The main content area is titled 'Citizen Access' and contains an update notice about new payment features, a link to the online payments page, and a login section for 'ComDev (Permits, Projects & Licensing)'. The login section includes fields for 'Email Address' and 'Password', and buttons for 'Log In' and 'New User'. A link for browser compatibility is at the bottom.

- **Project Name:** Enter the complete legal description for the parcel
- **Description:** Enter the Survey type. i.e Relocation, Aggregation, Court Order,
- **Classification:** Choose PZX3-SUB CITY EXEMPT PLAT OR PZX3-SUB COUNTY EXEMPT PLAT depending on the parcel location

**B. PROJECT APPLICATION→PARCEL:** Enter by Address using address information. Enter by Parcel. Use the parcel table to locate the certificate of survey or Subdivision code included with this document. Search & Select the corresponding address or description.

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 <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)
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 <b>SEC a space and the section number. The section number must be at least 2 numbers</b>

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

comdev

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

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

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

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

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

## EXEMPT SURVEY APPLICATION GUIDE

### PLANNING DIVISION

2825 3<sup>RD</sup> AVENUE NORTH, 4<sup>TH</sup> FLOOR

BILLINGS, MONTANA 59101

PHONE: (406)247-8676



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

comdev

Apply for Permit...

Apply for Project...

My Applications

Pay Fees

Parcels

FAQ's

User Profile

Home

Log Out

Project Application -> Acknowledgements

Acknowledgements

Acknowledgement

Accept

A project fee must accompany all project applications. No application will be processed until the required fee is paid in full. \*\*THIS FEE IS NON-REFUNDABLE AND IS NO GUARANTEE THAT THE PROJECT WILL BE GRANTED.\*\* ☐

Message

Please check the Acknowledgments

Back

Cancel

Help

Next

Finish

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

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

comdev

Apply for Permit...

Apply for Project...

My Applications

Pay Fees

Parcels

FAQ's

User Profile

Home

Log Out

Project Application -> Finish

Project: PZX3 - SUB - CITY EXEMPT PLAT

Primary on Project

Name

Tammy Deines

Address

2825 3rd Ave N

Inspections associated with this project

No inspections associated with this project

Reviews associated with this project

Review	
EXEMPT CKPRINT CITY-ROUTE/CL	CITY COUNTY PLANNING
REVIEW-PLANNING COMMENTS	CITY COUNTY PLANNING
REVIEW-CITY PW ENG COMMENTS	ENGINEERING DIVISION
REV-COUNTY CLERK&REC COMMENTS	COUNTY CLERK & REC
REVIEW-CITY LEGAL COMMENTS	CITY LEGAL
REV-COUNTY TREASURER COMMENTS	COUNTY TREASURER
REVIEW-COUNTY GIS COMMENTS	COUNTY GIS

Message

Click Finish to Submit your Application for Processing

Back

Cancel

Help

Next

Finish

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

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: comdev, Apply for Permit..., Apply for Project..., My Applications, Pay Fees, Parcels, FAQ's, User Profile, Home, and Log Out. The main content area displays the Summary tab for a project. The project details are as follows:

Details	
Project Name	land survey
Project Work Description	land survey
Project #	PZX-20-00108
Classification	PZX3 - SUB - CITY EXEMPT PLAT
Primary Party	Deines, Tammy
Planner	Tammy Deines
Status	PROGRESS

Primary	Address	Parcel No
✓	5554 GRAND AVE	2298-000-003-LESS

Dates	
Submit Date:	05/11/2020
Approval Date:	none
Mandatory Completion Date:	none
Mandatory Action Date:	none

J. Tabs

1. **Parties:** Applicant and Related parties Contact information is required. click "Add Party" to include applicant information.

The screenshot shows the City of Billings Citizen Access portal with the Add Party form open. The form fields are as follows:

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

Buttons: Save, Cancel

2. **Attachments:** 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 with the Attachments tab selected. A file upload dialog is open, prompting the user to specify a file located in their local system. The dialog has a 'Browse...' button, an 'Upload' button, and a 'Cancel' button. The Attachments table below is empty.

Title	Final	View
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Buttons: Upload New, Submit

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

comdev

Apply for Permit  
Apply for Project  
My Applications  
Pay Fees  
Permits  
FAQ's  
User Profile  
Home  
Log Out

Summary Parties Attributes **Fees** Reviews Requirements Attachments

	Amount	Balance
EXEMPT PLAT-CITY:	\$200.00	\$200.00
<b>Total</b>	<b>\$200.00</b>	<b>\$200.00</b>

Print Fees

PayBalance

Enter Payment Information

Online Fee Payment Center

Module	App No	Amount
PROJECT	PZX-20-00108	\$200.00
<b>Total Payment:</b>		<b>\$200.00</b>

Payment Source

Payment Type: ☒ One Time

Card Type: Discover

Credit Card Number:

CVV:  [Help Me Find It!](#)

Expiration Date:

Name:

Billing Address:

City:

State:  Zip:

cancel next

### 4. The application is submitted. Staff receives the email below and will contact 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.  
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

**EXEMPT SURVEY SUBMITTAL REQUIREMENTS Court Order: ( \$400 processing fee)** A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey. A copy of the court order is needed and the docket numbers cited on the survey (The court is supposed to allow local review before they issue their order pursuant to MCA 76-3-201(2)). Closure Calculations are required for City surveys.

**Gift or Sale to a Member of the Immediate Family (Family Transfer): ( \$400 processing fee)** A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey. A Deed transferring the parcel to the family member is needed along with a Realty Transfer Certificate. Closure calculations are required for City surveys.

**To Provide Security for a Construction Mortgage, Lien or Trust Indenture: \$400 processing fee)** A signed original letter from the lender on their letterhead is needed requesting the survey stating the reason for the requirement. A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey.

**Relocation of Common Boundary: ( \$400 processing fee)** If ownership of all parcels being relocated is not the same a Quit Claim deed to the owner receiving the additional land is needed along with a Realty Transfer Certificate. A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey. Closure calculations are required for City surveys.

**ROW/Utility: ( \$400 processing fee)** A deed is needed transferring the parcel to the appropriate entity along with a Realty Transfer Certificate. A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey.

**Aggregation of Lots: ( \$400 processing fee)** If ownership of all parcels is not the same a Quit Claim Deed to the owner receiving the additional land is needed along with a realty transfer certificate. A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey. **Agricultural**

**Exemption: ( \$400 processing fee)** On any plat or survey that recreates or replaces a parcel that was created with an agricultural exemption a recordable "Release of Agricultural Covenant" document is needed. If the covenant is not fully contained on the Mylar and signed by both the owners and the governing body accepting the covenant a separate recordable document with the governing body's acceptance is needed. A receipt from the Yellowstone County Treasurer's office showing all current taxes have been paid on all property affected by the survey.

**Retracement or Correction Survey: (No Fee Required)** Provides material evidence not appearing on any map filed with the County Clerk & Recorder or contained in the records of the U.S. Bureau of Land Management; Reveals a material discrepancy in the map; Discloses evidence to suggest alternate locations of lines or points; or Establishes one or more lines not shown on a recorded map, the positions of which are not ascertainable from an inspection of the map without trigonometric calculations. -----  
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