



Ravalli County Environmental Health
215 South 4th St. – Suite D
Hamilton, MT 59840
(406)375-6565 FAX (406)375-6566

RCEH MODIFIED SITE PLAN PROCEDURE

(Sanitation in Subdivision Regulations - Expedited Review for Minor Changes)

DEQ and Ravalli County Environmental Health Department (RCEH) allow for minor changes to an existing Certificate of Subdivision Approval (COSA). These include:

- 1) *relocations of water or wastewater systems provided that the changes comply with Title 76, chapter 4, part 1 MCA and Title 17, chapter 36, ARM; and all related rules and regulation, and,*
- 2) *changes to water or wastewater systems that do NOT significantly affect the approval statement of the subdivision,*

Fees: The review fee for a proposed modified site plan is \$160/lot. Additional fees may be required, i.e. a site evaluation fee (\$225) will be required if the drainfield location will be moved greater than 25 feet from the approved location and the non-degradation fee (\$100) may apply to drainfields moved closer to existing facilities or surface water. The fees must be submitted to RCEH at the time of Modified Site Plan (MSP) submittal. Please make the MSP review fee payable to DEQ (Department of Environmental Quality).

Modified Site Plan Submittal Requirements: Please supply the following items:

- a cover letter explaining the change being proposed,
- a copy of a completed and signed request form (see reverse side),
- a completed “Montana Department of Environmental Quality/Local Government Joint Application Form”, **signed by all owners of record**
- check or money order for review fee made out to “DEQ”
- a copy of the Modified Site Plan layout
- any other supporting information necessary to the review.

Review Time: RCEH will review the MSP proposal within 30 days of receiving a complete proposal.

Final Approval: If the MSP proposal is approved by RCEH, the “approved” MSP will be sent to the property owner or their representative and must be filed with the Ravalli County Clerk & Recorder’s Office. RCEH will send a copy of the approved MSP to DEQ for inclusion in the DEQ Sanitation in Subdivision approval files. **Proof of filing must be provided prior to final approval of any related septic permit.**

******IMPORTANT NOTE******

RCEH may determine that your proposal does not qualify under “minor changes” allowed for review under the Modified Site Plan Procedure, in which case the proposal could be made a Subdivision Rewrite Submittal under the Sanitation in Subdivision requirements.

RCEH MODIFIED SITE PLAN PROPOSAL CHECKLIST

Ravalli County Environmental Health Department

215 South 4th – Suite D, Hamilton, MT 59840

Phone: (406) 375-6565 Fax: (406) 375-6566

Current Property Owner: _____	Phone: _____	
Mailing Address: _____	City/Zip: _____	Email: _____
Applicant/Authorized Agent: _____	Phone: _____	
Mailing Address: _____	City/Zip: _____	Email: _____
Authorized Address of Site (if available) _____		
Owner/Agent Signatures: _____		
DEQ Certificate of Subdivision Approval E.Q.#: _____		
Tax ID# _____		
Parcel/Lot _____		
Type & Number of Structure(s) proposed: Single Family Dwelling ___ Other (describe) _____		
Total # of Bedrooms Proposed (+1 for unfinished basement): _____		

CHECK one or more of the following minor changes being proposed:

Relocations of water or wastewater systems provided that the changes comply with Title 76, chapter 4, part 1 MCA and Title 17, chapter 36, ARM; and all related rules and regulation:

_____ moving the location of a well within the lot boundaries provided that the new location meets separation distances and will not adversely change the quality, quantity and dependability of the water supply,

_____ moving the location of the wastewater treatment system within the lot boundaries provided the new location meets separation distances and site evaluation criteria, and the wastewater system is sufficient in terms of capacity and dependability.

_____ Other (Describe): _____

Changes to water or wastewater systems that do NOT significantly affect the approval statement of the subdivision:

_____ replacing distribution piping with gravelless chambers or vice versa in accordance with Circular DEQ-4 and local regulations.

_____ replacing a standard trench system with a pressure-dosed system that is designed according to Circular DEQ-4 and local regulations, and is reviewed by the certified reviewer,

_____ replacing a previously approved system with a similar system designed in accordance with the current version of Circular DEQ-4 and local regulations,

_____ replacing components in a previously approved system with similar components that meet criteria in Circular DEQ-4 and local regulations,

_____ adding a water or wastewater treatment system that provides greater treatment than the approved system provided the approved system is installed and used as a redundant system and the new treatment system does not interfere with the operation of the approved system.

_____ Other (Describe): _____

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY/
LOCAL GOVERNMENT JOINT APPLICATION FORM**

PART I. GENERAL DESCRIPTION & INFORMATION

Name of proposed development: _____

Location:

City: _____

County: _____ Geocode: _____

Legal description: _____ 1/4 _____ 1/4 _____ of Section _____ Township _____ Range _____

Type of Review

- Division of Land, Boundaries Relocated, or
Removal of Restrictions
- Condominiums/Townhomes/Mobile
Homes/Recreational Vehicles
- Rewrite – No Boundaries Changing,
Aggregation, Change of Use
- Modified Site Plan

Descriptive Data

_____ Number of lots
_____ Number of condominiums, townhomes, or
spaces
_____ Total acreage of lots being reviewed

Indicate the proposed/existing use(s)

- Residential, single family
- Residential, multiple family
- Type of multiple family structure
(e.g. duplex) _____
- Planned unit development
- Condominium/townhomes
- Mobile home park
- Recreational vehicle park
- Commercial or industrial
- Other (please describe)

Type of water supply system

- Individual well
- Individual surface water supply or spring
- Cistern
- Shared well (2 connections)
- Multiple-user (3-14 connections & < 25 people)
- Service connection to multiple-user system
- Service connection to public system
- Extension of public main
- New public system (15+ connections or serving
25+ people)

Type of wastewater treatment system

- Individual wastewater treatment system
- Shared wastewater treatment system (2
connections)
- Multiple-user (3-14 connections & < 25 people)
- Service connection to multiple-user
- Extension of multiple-user main
- Service connection to public system
- Extension of public main
- New public system (15+ connections or serving
25+ people)

Name of solid waste (garbage) disposal site: _____

Designated representative, if any (e.g., engineer, surveyor)

I designate _____ of _____

Print name

Print Company Name

as my representative for purposes of this application.

Address: _____
Street or P.O. Box, City, State, Zip Code

Email: _____ Phone: _____

Signature of All Owners on Record: _____

Owners printed names: _____

Address: _____
Street or P.O. Box, City, State, Zip Code

Email: _____ Phone: _____ Date: _____

Reviewer Yes Missing NA	Applicant		ELEMENT DESCRIPTION
	Initials	Page(s) in Report	
<u>General</u>			
			Application form provided & signed by owner, plus contact info for consultant.
			Filled out fee sheet & check made out to DEQ
			Completed & signed copy of Part 4 Checklist
			Vicinity Map Provided
			Copy of plat or COS (or deed if aliquot parts or proposing Aggregation of lots)
			4 copies of lot layout sheet(s); Facilities labeled as Existing or Proposed.
			Copy of any existing COSA for reviewed lot(s)
			Floodplains shown on drawings & any applicable documentation provided (LOMAs).
<u>Onsite Wastewater</u>			
			Copy of any existing WWTS permits for reviewed lot(s).
			Proof of pumping for septic tanks within last 3 years, unless system less than 5 years old.
			Soil profile descriptions
			Seasonal high groundwater addressed (results or letter indicating in process)
<u>Non-degradation</u>			
			Nondegradation info IF new development proposed, if expansion of existing development proposed, or for change in use (residential to commercial, etc.)
<u>Onsite Water</u>			
			Copy of any existing well logs for wells on reviewed lot(s), for wells sampled, & for wells used for hydraulic conductivity estimates
			Information about water quality, quantity & dependability (water tests & aquifer well logs)
<u>Public Water or Sewer</u>			
			If extensions or connections to existing public water/wastewater proposed, "will serve" letter or copy of current bill from public facility owner if connected
<u>Stormwater</u>			
			Stormwater drainage report & plans
<u>Other documents</u>			
			Special Requests - Prior to full design (waivers, deviations, water availability analysis, non-degradation predetermination, etc.)
			Sage Grouse documentation provided
			Copy of submittal to DNRC requesting Water Rights review or, if available, review letter from DNRC.
			Modified Site Plan
<p>Copy of This checklist AND (<i>circle one</i>) COMPLETE LETTER or INCOMPLETE LETTER sent on: <input type="text" value="Complete Letter"/> Enter Date Here _____</p> <p>REVIEWED BY: _____ AGENCY: _____</p>			