

**GCCHD MODIFIED SITE PLAN PROPOSAL CHECKLIST**

**Gallatin City-County Health Department, Environmental Health Services**

**215 West Mendenhall, Rm 108, Bozeman, MT 59715 (406) 582-3120**

Current Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Applicant/Authorized Agent \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Authorized Address of Site (if available) \_\_\_\_\_

DEQ Certificate of Subdivision Approval E.Q.# \_\_\_\_\_ COS# \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Block \_\_\_\_\_ Lot/Tract/Parcel \_\_\_\_\_

Legal Description \_\_\_\_\_ ¼ \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Size of parcel \_\_\_\_\_

Type & Number of Structure(s) proposed: Single Family Dwelling \_\_\_\_\_ Other (describe) \_\_\_\_\_

Unfinished Basement: Yes  No  Total # of Bedrooms Proposed (+1 for unfinished basement) \_\_\_\_\_

OR gallons per day effluent produced \_\_\_\_\_

Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

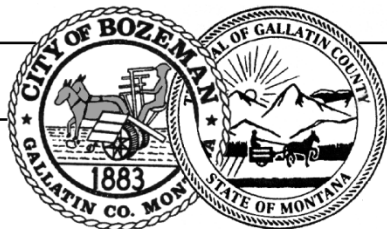
**CHECK one or more of the following minor changes being proposed**

**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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Gallatin City-County Health Department

**Environmental Health Services**  
215 West Mendenhall, Rm 108  
Bozeman, MT 59715  
406-582-3120 • FAX 406-582-3128

### **GCCHD MODIFIED SITE PLAN PROCEDURE (Sanitation Act - Expedited Rewrite Review for Minor Changes)**

**DEQ and Gallatin City-County Health Department (GCCHD) now allow for minor changes to an existing certificate of subdivision approval.**

#### **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**

- \$125/lot review fee for a proposed modified site plan (check payable to MDEQ)
- \$7.00/page for Clerk and Recorder filing fees (check payable to GCCHD). The amount will be determined upon submittal but is typically \$21.

#### **Modified Site Plan Submittal Requirements**

Please supply

- a cover letter explaining the change being proposed,
- a copy of a completed and signed request form (see back of page),
- fees written to MDEQ and fees for filing written to GCCHD,
- a copy of the first page of the DEQ Certificate of Subdivision Approval obtained from the Gallatin County Clerk & Recorder's Office that shows proof of filing,
- three (3) copies of the modified site plan,
- any other supporting information necessary to the review.

#### **Review Time**

- GCCHD will review the modified site plan proposal within 30 days of receiving a complete proposal.

#### **Final Approval**

- The approved modified site plan will be filed in the Clerk and Records office by GCCHD. A copy of the approved modified site plan will be sent to MDEQ for inclusion in the DEQ Sanitation Act files.

**\*\*\*\*IMPORTANT NOTE\*\*\*\***

**GCCHD may decide** that your proposal is too complicated to be considered under “minor changes” allowed for review under the Modified Site Plan Procedure, in which case the proposal could be made as a standard Subdivision Rewrite Submittal under the Sanitation Act.