ELECTRONIC PACKET SUBMISSION GUIDELINES

In an effort to reduce the printing and mailing costs associated with subdivision review, the City of Missoula provides the following option to subdividers to submit some of the application packets required during the subdivision review process in an electronic format.

GENERAL REQUIREMENTS

A. The following hard copy packets are required:
1. One packet submitted to Development Services (DS) for each Element review.
2. Two packets submitted to DS for each Sufficiency review and for final (staff and governing body) review.
3. Applicants will continue to provide DS hard copy packets for Planning Board.
4. Applicants will continue to provide DS hard copy packets for Council members who have notified DS that they prefer to receive a hard copy packet.
5. Hard copy packets may be submitted bound in 3-ring binders so that any modifications for element or sufficiency reviews can be submitted as inserts to replace portions of the packet.

B. Applicants will send agencies a hard copy cover letter and an electronic cover letter notifying them that the project has commenced 1st, 2nd, 3rd, etc. Sufficiency review. This letter should include a link to the subdivision packet on the DS website, review deadlines, contacts, and other information for the Sufficiency review as indicated by DS.

ELECTRONIC PACKET REQUIREMENTS

Electronic submittal packets shall meet the requirements listed below:

A. File requirements
1. All file documents shall be submitted in pdf format.
2. Generally, file sizes should be no bigger than 1 mb. If the file is larger than this and cannot be reduced (for example, preliminary plats or aerial photographs), please indicate the file size in the table of contents.
3. Files that are scanned to pdf should still be 'printed' to pdf using Adobe or other pdf software in order to reduce file size.
4. All documents should be oriented for easy viewing. The top of the page should always be at the top of the monitor.
5. The font should be readable when printed or viewed on a monitor screen, and no smaller than 12 pt. The preferred font type is Arial.
6. The name of each document may not have any spaces or punctuation, and it should be evident what the file is from the file name. (Example: ProjectNameGradingPlan.pdf)

B. Packet Organization & Submittal
1. All submittal documents shall correspond to a table of contents which includes all the components of the application packet. A sample table of contents is included below. This list is not intended to be a comprehensive list of all the materials required for every project, and not all materials listed below will apply to every project.

2. There are two options for organizing files:
    a. One file per section: Related documents may be compiled into a single file that can be linked to a section heading. For example, general maps, such as vicinity maps, topographical maps, and zoning maps would be compiled into one file that can be linked to the "General Maps" section heading. (DS will create the links for the website.) Example sections are shown in bold below.
    b. Bookmarks: Alternately, the entire packet may be compiled into a single pdf file with the separate sections bookmarked. For this option, the project summary, vicinity map, and preliminary plat should be provided as separate files, to be linked separately.
3. The submittal packet may be submitted on a CD or DVD disk labeled with the project name, date, and packet description (1st Element, 1st Sufficiency, etc.).   A flash drive may also be brought in for staff to download. The files must be labeled with the name of the project.
4. Re-submittals (for 2nd Element, etc.) should have new and amended information highlighted in the relevant sections and in the Table of Contents.

SAMPLE TABLE OF CONTENTS

Preliminary Plat *(__ mb)*
Project Summary & Variance Requests
Subdivision Application
Development Covenants (including attached Exhibits, such as Riparian Management
    Plan, WUI standards, wildlife-friendly fencing, etc.)
General Maps
    Vicinity Map
    USGS/Topographical Map
    Aerial Photograph *(__ mb)*
    Zoning Map
    Comprehensive Plan Map
    Parcel History (certificates of survey, subdivisions, etc.)
Zoning & Annexation
    Resolution of Intent to Rezone
    Proposed Zoning Exhibit
    PUD Overlay
    Re-zoning Application
    Proposed Zoning Districts
    Resolution of Intent to Annex
    Resolution Expanding the Missoula Wastewater Treatment Plant
    Sewer Service Review Committee Meeting Minutes
Roads, Driveways, Bridges, Grading, Drainage, & Utilities
    Preliminary Road & Driveway Plans
    Road grade plans (for roads greater than 10% grade)
    Road Cross-sections *(also may be included on the preliminary plat)*
    Bridge plans
    Preliminary Grading & Drainage Plan (map)
    Preliminary Grading & Drainage Plan (narrative)
    Storm Water Pollution Prevention Plan
    Preliminary Utilities Plan
Water & Sanitation
    Preliminary Sewer/Septic & Water/Wells Plan
    Water & Sanitation Report
    Sewer Service Review Committee Meeting Minutes
    Well-log data

Steep Slopes & Floodplain
    Slope Category Map
    Hillside Reduction Calculations
    Geotechnical Analysis/Report
    Map of FEMA floodplain
    HEC-RAS model
    Floodplain Analysis/Report

Wildlife, Riparian Area, & Agriculture
    Map of Elk Habitat Winter Range
    Map of Clark Fork River / Grass Valley Important Bird Area (IBA)
    Riparian Management Plan
    Vegetation Map
    NWI Wetlands Map
    Map of NRCS Soils
    NRCS descriptions of Soil Types on Site

Miscellaneous Plans & Diagrams
    Preliminary Landscaping Plan
    Weed Management Plan
    Revegetation Plan
    Phasing Plan

Neighborhood Meeting & Public Correspondence
    Mailing List
    Exhibit of Adjacent Property Owners
    Invitation Letter
    Meeting Minutes

Agency Comments & Correspondence