

# EXEMPT SURVEY APPLICATION GUIDE

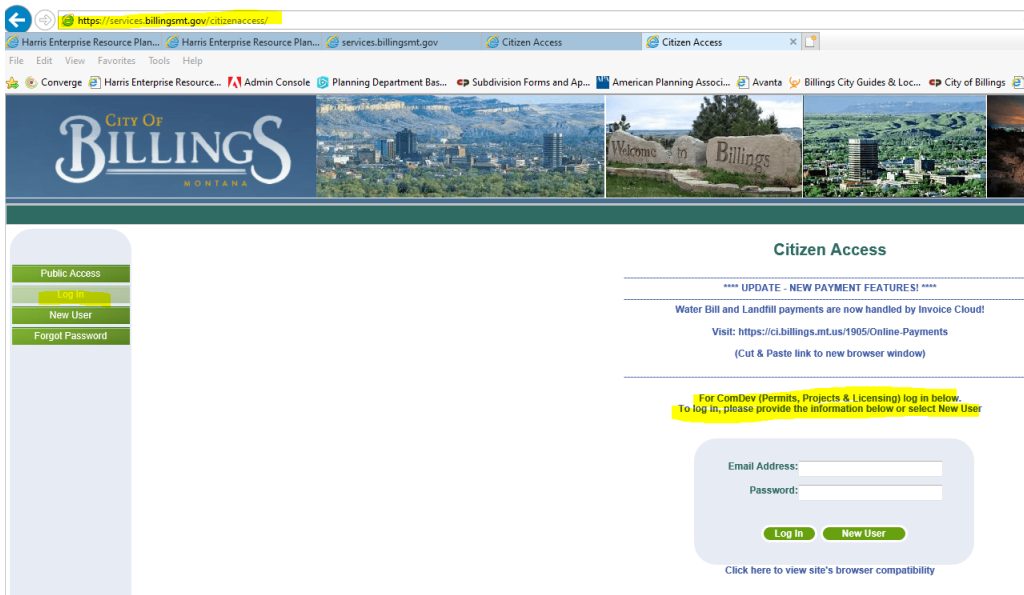
**PLANNING DIVISION**  
2825 3<sup>RD</sup> AVENUE NORTH, 4<sup>TH</sup> FLOOR  
BILLINGS, MONTANA 59101  
PHONE: (406)247-8676



**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/Notoraiced Final Mylars (2-sets City) and the signed and notorized corresponding project documents for routing. The project will be scheduled for recording by the YC Clerk and Recorder’s office.

## 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 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>

**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.

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**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**

**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: deinest@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**

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

The screenshot shows the City of Billings web application interface. The top navigation bar includes the City of Billings logo and a user login status: "About Logged in as: delnest@ci.billings.mt.us Citizen Access". The main content area is titled "Summary" and contains several sections:

- Details:** A table with the following information:
 

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
- Parcels:** A table with columns: Primary, Address, Parcel No.
 

✓	5554 GRAND AVE	2298-000-003-LESS
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- Dates:** A table with the following information:
 

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 "Add Party" form in the City of Billings web application. 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: (empty)
- City: Billings
- State: MT
- Zip: 59102

Buttons for "Save" and "Cancel" are located at the bottom of the form.

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

The screenshot shows the "Attachments" page in the City of Billings web application. The page has a table with columns: Title, Final, and View. Below the table are buttons for "Upload New" and "Submit". A "File Upload" dialog box is open, prompting the user to "Specify a file located in your local system" with a "Browse..." button and "Upload" and "Cancel" buttons.

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

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

Payment Type:  One Time

Card Type: Discover

Credit Card Number: \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_

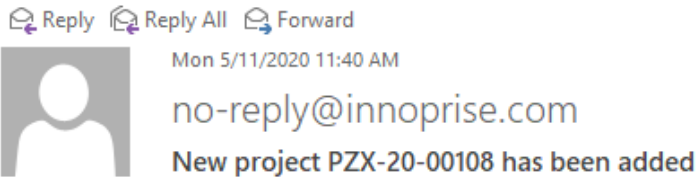
Billing Address: \_\_\_\_\_

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.



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: (\$200.00 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): (\$200.00 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: (200.00 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: (\$200.00 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: (\$200.00 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: (\$200.00 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: (\$200.00 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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