

Subdivision and Development Advisory Council Meeting

Room 111 DEQ HQ

October 10, 2017

11:00 AM – 2:00 PM

(Lunch will be provided)

Agenda

Introductions

Discuss and approve the SDAC Mission Statement

DNRC presentation on how they review subdivision water right pre-approvals

Discuss HB 507 forms and implementation

Discuss what data and metrics the subdivision program collects and what information might be useful to track progress including the number of many times DEQ/counties currently review each application on average, percentage of applications approved the 1st time vs the 2nd or 3rd time, numbers of applications submitted per month, review times, numbers of extensions granted, etc.

Discuss reasons for subdivision application denials and potential ways to overcome them

Discuss setting goals for the percentage of subdivision rewrites/simple subdivision applications approved the 1st time and setting goals for the percentage of major subdivisions approved the 1st or 2nd time

Discuss identifying requirements in the subdivision rules, circulars, or processes that do not enhance or protect water quality and could be removed in order to simplify the review

Discuss LEAN analysis process – Missoula Quality Improvement analysis example

Discuss rule package/ DEQ 8 that is out for comment (hearing is Oct. 13, comment period ends Oct. 20)

Discuss current staffing levels including new hires

Discuss future meeting dates and topics including discussing potential legislative concepts in January 2018 meeting

Draft Mission Statement

The Subdivision and Development Advisory Council's mission is to act a liaison between DEQ, counties and sanitarians, and the public as part of the Department's continual improvement process focused on improving subdivision and development related processes and policies. The Subdivision and

Development Advisory Council's work is guided by the policies set out under the Water Quality Act MCA 75-5-101 and the Sanitation in Subdivisions MCA 76-4-101.

DRAFT

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: ____ ¼ ____ ¼ _____ 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

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)

Descriptive Data

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

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)

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)

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: _____

Owner

Name: _____
Signature of all owners of record Print name of owner (s)

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 <u>AND</u> (circle one)</p> <p>COMPLETE LETTER or INCOMPLETE LETTER sent on: _____</p> <p>REVIEWED BY: _____ AGENCY: _____</p>			

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY —
Pre-Application Meeting

Name of proposed development: _____

Location:

City: _____

County: _____ Geocode: _____

Legal description: ____ ¼ ____ ¼ _____ of Section _____ Township _____ Range _____

Date Requested: _____ Date Scheduled: _____

Time Meeting Began: _____ Time Meeting Ended: _____

Attendees

Owner (name/address/email/phone): _____

Owner's Consultant (name/address/email/phone): _____

Reviewing Agent (DEQ/County): _____

Items Discussed:

- | | |
|---|--|
| _____ Onsite Water | _____ Storm Drainage |
| _____ Onsite Wastewater | _____ Legal Documents (Easements, User Agreements) |
| _____ Public Water or Wastewater | _____ Surveys (COS, Plat, Exemptions) |
| _____ Forms (application, fees, lot layout) | _____ Review Time-lines/Procedure |
| _____ Other approvals (Board of Health, DNRC,
Platting, Sage Grouse, Discharge Permits,
DPHHS, MDT) | _____ Lot History |
| _____ Nondegradation | _____ Physical constraints (groundwater monitoring,
floodplain) |

Attached: Drawing _____ Well Log _____ Plat/COS _____ Current COSA EQ# _____

Comments:

EQ # Assigned by DEQ: _____

Notice: Attending a pre-application meeting does not, in any way, guarantee the applicant to a water right, nor does the meeting guarantee pre-approval of the resulting application. Application will be reviewed in accordance with the rules in place at the time of receipt.

Subdivision Work Load Stats

- A fully trained staff member can handle 5 complete review applications/month and 1 joint county and DEQ review/month.

Last year DEQ Staff did 281 independent reviews

Last Year DEQ Staff did 132 joint reviews

Last Year Contracted Counties did 213 complete reviews

- Each month we are receiving about 70 applications (including county reviews)
- 2 full time reviewers each have 41 files in their queue L

