

Lake County Planning Department

Survey / C.O.S / Plat Review

A survey check print (first draft), the closure sheets and as applicable, the approval statement for use of an exemption are submitted to the Lake County Planning Department with a check made payable to the Lake County Planning Department for the Examining Land Surveyor fee. The fee is calculated at \$50 plus \$5 per unit.

A Lake County Routing Slip is filled out and staff log the survey into our Survey/COS/Plat database. Lake County Environmental Health Department staff review the survey for compliance with Montana sanitation requirements. Planning Department staff review the survey for compliance with applicable zoning regulations and Lake County policies. The Examining Land Surveyor reviews the survey for compliance with Montana's survey requirements.

After these reviews, the survey is sent back to the original surveyor for corrections, if any, and to make the final set of surveys for recording. Lake County requires **three** copies—two mylars and one paper copy—to record along with any accompanying documents (sanitation approvals, certificates of title, transfer documents, etc.). The record set copies and the Lake County routing slip & packet are returned to Lake County Planning Department.

The record set is routed to the Examining Land Surveyor for his signature. The record set will be returned to the original surveyor for additional signatures as appropriate. The Environmental Health Department makes a final check (some surveyors include a signature line for Environmental Health to sign off on), and then the Planning Department receives it and ensures the final package complies with all state and local statutes. A check for the recording fees (made payable to the Clerk and Recorder) must accompany the record set. When the filing package is complete, the Planning Director will take it to the Clerk & Recorder's office for recording.

Please note: Surveys which require a subdivision exemption (such as boundary line adjustment, family transfer, agricultural exemption or mortgage survey) require the use of the exemption to be approved, and the exemption approval must be filed with the record set.