

**MCCHD MODIFIED SITE PLAN APPLICATION**  
**(Sanitation Act - Expedited Re-write Review for Minor Changes)**

State DEQ and Missoula City-County Health Department (MCCHD) 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:** A fee will be charged for changes (water and wastewater systems) made to an approved site plan. In addition other fees may apply such as non-degradation review or pressure sizing fees.

**Modified Site Plan Submittal Requirements:**

Please supply:

- Cover letter explaining the change being proposed
- Completed and signed request form
- Fees (as determined at the time of application)
- Copy of the DEQ Certificate of Subdivision Plat Approval showing proof of recording with Missoula County Clerk & Recorder's Office
- Three (3) copies of the modified site plan
- Site evaluation application or any other supporting information necessary for the review

**Final Approval:** If the modified site plan proposal is approved by MCCHD, the “approved” modified site plan will be sent to the property owner or his representative and must be filed with the Missoula County Clerk & Recorder within 30 days of the approval and before a permit is issued. Approvals not filed within 30 days are void unless re-certified by MCCHD. If re-certified, the approval will have to be re-filed with the Clerk and Recorder to comply with DEQ contract requirements. MCCHD will send a copy of the approved modified site plan to MDEQ for inclusion in the DEQ Sanitation Act files.

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

MCCHD may decide that your proposal is too complicated to be considered under the “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.

**MCCHD MODIFIED SITE PLAN PROPOSAL CHECKLIST**  
**Missoula City-County Health Department, Environmental Health Division**  
**301 West Alder, Missoula, MT 59802**

Current Property Owner: _____ Phone: _____ Mailing Address: _____ City/Zip: _____ Applicant/Authorized Agent: _____ Phone: _____ Mailing Address: _____ City/Zip: _____ Authorized Address of Site (if available) _____ Owner/Agent Signatures: _____
DEQ Certificate of Subdivision Approval E.Q.#: _____ Legal Description: _____ ¼ _____ ¼ Section _____ Township _____ Range _____ Subdivision Name: _____ or COS#: _____ Block ___ Lot/Tract/Parcel _____
Type 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: _____

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

**Relocation 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):*

**Changes to water or wastewater systems that do NOT significantly affect the approval statement of the subdivision:**

- \_\_\_ *replacing distribution piping with gravelless chambers or vice versa in accordance with Circular DEQ-4 and local regulations;*
- \_\_\_ *replacing a standard trench system with a pressure-dosed system that is designed according to Circular DEQ-4 and local regulations, and is reviewed by the certified reviewer;*
- \_\_\_ *replacing a previously approved system with a similar system designed in accordance with the current version of Circular DEQ-4 and local regulations;*
- \_\_\_ *replacing components in a previously approved system with similar components that meet criteria in Circular DEQ-4 and local regulations;*
- \_\_\_ *adding a water or wastewater treatment system that is approved in DEQ 4 and provides greater treatment than the approved system, provided the approved system is installed and used as a redundant system and the new treatment system does not interfere with the operation of the approved system.*
- \_\_\_ *Other (Describe):*