

CONDITIONAL USE APPLICATION

Application number: _____

This application must be used for conditional use requests in the local zoning districts of Lake County. Attach a check payable to the Lake County Planning Department for \$300.00 for the first conditional use request (include a \$100 fee for each additional conditional use request). Submit the application materials (2 copies) to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.

- 1. Applicant Contact Information** (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):

Name of Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____ Phone # _____
Email: _____

- 2. Local Agent/Contractor Contact Information*** (if applicable):

Name of Agent/Contractor: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____ Phone # _____
Email: _____

** If more than one agent/contractor is being used, attach a sheet containing the additional information.*

- 3. Project Location/Description:**

Property Address: _____

Subdivision, COS, or Deed Exhibit #, etc.: _____ Lot: _____ Block: _____
Section _____, Township _____ North, Range _____ West. Lot Size: _____ Acres / Square Feet (circle)

Tax ID Number: _____ Geocode: _____

Zoning District: _____ Sub-Unit: _____

- 4. Zoning Conformance Permit Application:**

A Conditional Use Application typically must be submitted with a Zoning Conformance Permit Application, unless no construction, land disturbance, or change of land use is proposed. Is a Zoning Conformance Permit Application attached? - Yes or No (Circle one)

If a Zoning Conformance Application is not attached, please explain why not: _____

5. Requested Conditional Use(s):

a) What conditional use(s) are you requesting? _____

b) Briefly, what would approval of the conditional use(s) allow? _____

c) Attach a narrative statement (letter) discussing the following items for the Board of Adjustment to consider when reviewing the conditional use request:

1. What effects the proposal (including elements such as noise, glare, etc.) will have on adjoining property;
2. How the proposal is compatible with other properties in the district;
3. What the relationship of the proposed use is to the intent of the Zoning District.

Please also discuss any applicable “standards for evaluation” and/or required findings required by the applicable zoning regulations.

6. Landowner Certification:

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property authorized to represent zoning-related applications. I understand that the permit issued pursuant to these regulations strictly limits activities to authorized plans on file with Lake County and to all conditions of approval attached to the permit. Any changes to the proposed construction, including additional construction, would require additional review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence on the proposed project until approval has been issued by the Lake County Planning Department and/or Board of Adjustment, as applicable. If construction commences prior to issuance of the permit, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact permitting fees. Furthermore, I am familiar with the current zoning regulations that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the zoning regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff, the Lake County Board of Adjustment, and their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

LANDOWNER SIGNATURE(S)

DATE

Incomplete or erroneous applications will be returned to the applicant.

See following page for additional information.

Typically, the Lake County Board of Adjustment meets on the second Wednesday of each month in the Large Conference Room on the 3rd floor of the Lake County Courthouse. Requests for Board of Adjustment action, including conditional use applications, must be submitted to the Lake County Planning Department at least twenty-eight (28) days prior to the usual monthly meeting. All application related materials must be submitted prior to the submittal deadline. Any application related materials submitted after that date, including information presented by the applicant at the Board of Adjustment meeting, may be rejected and not considered by the Board of Adjustment in reaching a decision. This may cause the matter to be postponed to a later Board meeting. The purpose of this is to ensure all information submitted for review by the Board of Adjustment, the Planning Department staff, and the public is submitted with a reasonable opportunity to review and consider. Note that the concurring vote of three of five members of the Board of Adjustment shall be necessary to decide in favor of the applicant's request or to approve any conditional use in a zoning district. If a concurring vote of three members of the Board is not achieved for any reason, the request shall be deemed denied, unless the Board takes formal action to table the matter or postpone consideration of the matter to a future meeting. Please contact the Lake County Planning Department for questions relating to the applicable zoning regulations, this application, or the Board of Adjustment rules.

Contact:

Lake County Planning Department
106 Fourth Avenue East
Polson, MT 59860

Phone: 406-883-7235

Fax: 406-883-7205

Email: planning@lakemt.gov

www.lakecounty-mt.org/planning