

VARIANCE APPLICATION **(Density Map & Regulations)**

Application number: _____

This application must be used for variance requests related to the Lake County Density Map and Regulations. Attach a check payable to the Lake County Planning Department for **\$500.00** and 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: _____

Legal Description:

Subdivision, COS, or Deed Exhibit #, etc.: _____ Lot: _____ Block: _____

Section _____, Township _____ North, Range _____ West. Lot Size: _____ Acres / Square Feet (circle)

Tax ID Number: _____ Geocode: _____

Lake County Density Map region that the property is in: _____

- 4. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

- 5. Site Plan:**

Attach a site plan (the preferred scale is 1 inch to 20 feet) showing the layout and existing and proposed development of the property. Check the box for each item that has been included on the site plan.

- a. Scale
- b. North Arrow
- c. Property boundaries with dimensions noted
- d. Location and dimensions of all buildings on the property, including an indication of whether each building is connected to water and/or sewer
- e. Location of any surface waters or wetlands
- f. Location and dimension of the existing and proposed easements, roads, and driveways accessing the property
- g. Location of existing or proposed utilities including water, sewer, electric and telephone services
- h. Distance of all existing and proposed structures to property boundaries

6. Requested Variance:

- a) What section(s) of the Density Map and Regulations are you requesting relief from? _____

- b) Briefly, what would approval of the requested variance allow? _____

- c) Attach a narrative statement (letter) discussing the following items for the Board of Adjustment to consider when determining if the variance request should be granted:
 1. Whether the granting of the variance will or will not be contrary to the public health and/or welfare;
 2. Whether there are any relevant special conditions that result in unnecessary hardship from the literal enforcement of the provisions of the Density Map and Regulations;
 3. Whether the granting of the variance will observe the purpose of the Density Map and Regulations and the goals and objectives of the Lake County Growth Policy.

7. Lake County Environmental Health Review (Sanitation):

Note: All development proposals are required to demonstrate compliance with all applicable Lake County Environmental Health Department requirements.

Have you obtained an on-site wastewater treatment system installation or use permit from the Lake County Environmental Health Department for the proposal? Yes _____ No _____

If yes, what is the permit # _____

If not, please explain: _____

Office Use only:

Sanitarian review/comments: _____

8. Other Required Permits:

Are there any other permits required for this proposal? Yes _____ No _____

If yes, include the name of each permitting agency and the type of permit(s) required below and include

a copy of the permits or applications in the Variance Application packet.

9. 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 the proposal. I understand that any variance approval issued as a result of this application strictly limits activities to authorized plans on file with Lake County and to all conditions of approval. Any changes to the proposal may require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence until approval has been issued by the Lake County Planning Department and/or Board of Adjustment, as applicable. If construction commences prior to approval, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact review fees. Furthermore, I am familiar with the current Lake County Density Map and Regulations. By completing and signing this application form, I certify that any activity related to this application will be done in compliance with the requirements of the Density Map and 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, or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the property 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 variance applications, must be submitted to the Lake County Planning Department not less than 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 effect any variance to the Density Regulations. 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 Density Map and 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